



Library IT Specialist

Salary \$40,000 - \$65,000 / DOE

The St. Bernard Parish Library is seeking a Library IT Specialist to manage, maintain, and troubleshoot all hardware, software, networks, and digital infrastructure across the library system.

In this full-time role, you'll:

- Monitor and optimize public and staff Wi-Fi, local area networks, and firewall security.
- Administer physical or cloud-based servers, ensuring automated data backups and disaster recovery protocols.
- Implement cybersecurity protocols, manage antivirus software, and run routine system vulnerability patches.
- Serve as a welcoming and knowledgeable resource for library users.
- Maintain public desktop terminals, staff desktops, printers, scanners, copy and fax machines, telephones, televisions, and meeting room technology.
- Administer the Integrated Library System (ILS).
- Add new content to the main pages. Keep the site software safe and protect user data.
- Build a website.
- Help staff and visitors use online tools.
- Conduct tech-literacy training for library staff and host workshops for the public.
- Assist the Circulation Desk when needed.

We're looking for someone with

- An Associate or Bachelor's degree in Information Technology, Computer Science, or a related field (relevant certifications + experience may substitute)
- 2–4 years of experience in network administration or systems engineering; Prior IT experience within a public library, educational institution, or government agency
- The ability to translate complex technical jargon into simple instructions for non-technical staff and patrons. Strong problem-solving skills to troubleshoot unique software systems
- Must occasionally lift and/or move up to 25lbs

This is a full-time, 40-hour/week position. Some evenings and weekends are required.

Why Us?

Benefits include: Employer supported health insurance / Paid leave including 17 holidays / Retirement: Participation in the Louisiana Parochial Employees Retirement System (PERS)

To apply: Email your resume to: Lauren Clement, Library Director at lclement@mysbpl.org

St. Bernard Parish Library is an equal opportunity employer.

3121 E. Judge Perez Drive, Meraux, Louisiana 70075