POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF LIBRARY DEVELOPMENT AND SERVICES

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

October 6, 2017

POSITION TITLE: Computer Network Specialist II

POSITION NUMBER: 039632 Job Apps # 17-006681-0002

SALARY: Grade 17 Standard Salary Schedule
Annual Salary Range: $46,857 - $68,175

LOCATION: 415 Park Avenue
Baltimore, MD 21201

NATURE OF WORK: This is a professional position located at the Maryland State Library for the Blind and Physically Handicapped (LBPH) and is responsible for planning, organizing, coordinating, integrating, and maintaining network software, operating systems, communication systems, and hardware for instructional technology activities.

DUTIES AND RESPONSIBILITIES: Provides leadership in IT strategy, operations, cost optimizations, innovation and efficiency improvement designs and implements the structure of all the library’s networks, both wired and wireless and prepare plans, reports, and diagrams documenting the library’s infrastructure; configures network software and hardware, including backup software, filtering and communication software to provide for efficient and effective network performance and data security; prepares technical documentation and user documentation for network hardware and software; monitors the performance of network through network management and diagnostic programs and utilities diagnoses and make repairs to network infrastructure; manages the Active Directory including users privileges, logon scripts, and provide ongoing user support; designs and implements internal subnet for studio and computer lab; provides oversight and direct responsibility for all technical aspects of adaptive technology; maintains adaptive technologies including software, updates, embosser, scanner, refreshable Braille display, CCTV and new products as acquired.

MINIMUM QUALIFICATIONS:

Education: A Bachelor’s Degree from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems, or other information technology-related field to include coursework in systems and developmental tools.

Experience: Two year(s) of experience planning, installing and maintaining devices; or evaluating, implementing and maintaining computer hardware and software is preferred. Three years working in a virtual environment, network administration, consumer support and working in a library environment, working with digital records; maintaining subnets and multiple network environments is preferred.

Notes:
1. Thirty credit hours from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems, or other information technology related field to include coursework in systems analysis and applications programming using third generation or other generally accepted computer programming languages may be substituted for the required experience.
2. An additional year of experience designing, developing, testing, implementing and maintaining applications systems and programs using third generation or other generally accepted computer programming languages may be substituted for the required education.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE
ESSENTIAL REQUIREMENTS: Knowledge and experience with the software development life cycle (SDLC); knowledge of state inventory procedures; skill in developing and maintaining change control practices for software applications and IT projects; and management in a virtual environment; ability to write up concise documentation for requirements, application design, handling modifications, application maintenance, and user manuals; ability to communicate effectively with staff, managers, and customers; ability to prioritize and to adjust priorities in a dynamic environment.

PROCEDURE FOR APPLICATION: To apply for this position online go to Maryland State Library Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for Computer Network Specialist, (Library for the Blind & Physically Handicapped) Library Development & Services #039632 - JobAps# 17-006681-0002. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at http://www.marylandpublicschools.org/.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT: Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE: For immediate consideration please submit your application by October 20, 2017 - Open until filled.