



NOTICE OF JOB OPENING

Network Administrator

Full-Time (40 hrs/wk)

FCPL is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff. FCPL does not discriminate on the basis of race; color; religion; sex; gender identity; sexual orientation; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth, or related medical conditions; or any other legally protected category.

Overview: This position is responsible for administering the Library's computer network system, applications, and hardware related to the Library's computing infrastructure. The position administers the Library's network infrastructure to the endpoint, firewall, telephone system, and servers in a secure manner and is responsible for network and information security. It provides information security awareness and technical training to library staff in areas of specialization as needed in individual or group sessions. This position supervises and mentors technical support staff for the network, servers, endpoint, peripherals, and applications. In addition, it provides technical support as assigned.

Hourly Pay: \$40.37 (Exempt)

Benefits: Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days), Teachers Retirement System of GA; Free Life (2x Pay), Short-Term Disability Insurance, and Long-Term Disability Insurance; Optional Health, Dental, Vision, Additional Life, Critical Illness, Legal, and Flexible Spending Accounts.

Schedule: Full-time (40 hours/week), Exempt Status. Our libraries are open 7 days, and IT support is needed days, evenings, and weekends on a rotational basis.

Responsibilities:

- Administers Library Network.
- Develops and implements strategic future plans.
- Supervises and trains IT Systems staff.
- Oversees Help Desk Tickets.

Requirements:

Minimum:

- Bachelor's Degree in related field with at least 2 years of recent information technology experience.
- Experience must include at least 1 year in network administration utilizing current Microsoft Windows Server with Active Directory.
- Supervisory experience. Experience or training in network and PC security and familiarity with Microsoft applications.
- Experience in network administration of firewalls, switches, DHCP, wireless networks, VLANs and DNS. Familiarity with Payment Card Industry Data Security Standard.
- Certifications that reflect mastery of the field may be considered in lieu of a BS degree or years of experience. Will consider other combinations of education and experience that provide required knowledge and skills.
- Valid Georgia Driver's License and transportation.

Preferred:

- Experience administering secure telephone systems, cybersecurity, and Google Workspace.
- Cisco routing and switching certifications.
- Familiarity with automated library systems, particularly the Polaris Integrated Library System.
- Library experience with a focus on technical services.

To Apply: Submit Cover letter, Resume, and FCPL Application (available at www.ForsythPL.org/employment) by email to Fcpl-Jobs@ForsythPL.org or by mail to Human Resources, Forsyth County Public Library, 585 Dahlonega St, Cumming, GA 30040 or drop it off at any FCPL branch. **Deadline: 04/16/2026**

NOTE: This position requires long periods of sitting, standing, stooping, and lifting light objects. It also requires intermittent climbing, crawling, and lifting and carrying heavy computer equipment. This position also requires a high degree of dexterity and repetitive hand movement in using tools and equipment and the ability to distinguish between colors. The incumbent is sometimes exposed to dust, dirt, and grease.

All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.