THE NEWARK PUBLIC LIBRARY

5 Washington Street • P.O. Box 630 • Newark, NJ 07101-0630
www.npl.org

Job title	*DATA PROCESSING PROGRAMMER TRAINEE*
Reports to	*Data Processing Programmer/ IT Supervisor*

Job purpose

Under direction, to operate computers and other communications equipment, and may perform data entry work as part of a larger data processing system. In addition to inputting, organizing, and cataloging data, may also be responsible for performing quality control checks, identifying online and offline network problems, and ensuring that network operations run 24/7.

## Duties and responsibilities

Duties include but are not limited to:

- Develop, implement and manage our social media strategy
- Define most important social media KPIs (Key Performance Indicators)
- Manage and oversee social media content
- Measure the success of every social media campaign
- Stay up to date with the latest social media best practices and technologies
- Use social media marketing tools such as Buffer or Hoot suite
- Work with designers to ensure content is informative and appealing
- Enrolling users, installing and upgrading database application tools.
- Provide technical support and customer service for patrons/public.
- Monitor SEO and user engagement and suggest content optimization
- Maintains and modifies routine programs.
- Maintains production application programs/program modules as necessary.
- Diagnose and resolve unique and recurring problems associated with application software and operating systems.
- Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Qualifications

Qualifications include:

- Bachelor's degree in Multimedia Design and Development
- Experience with Word Press, PHP, CSS, JAVA, Web Design tools, basic windows 7 and windows 10 OS knowledge.
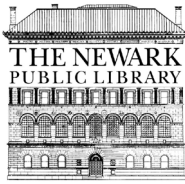
Working conditions

Due to library hours and special events this job requires regular evening and weekend support

Physical requirements

This job requires minor lifting and relocation of computer hardware

Deadline

July 31, 2021

Salary: $40,000

Contact Info

Please submit resume's to:

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