

Part Time Library Assistant - Technology Support

Immediate Supervisor: Library Director

Salary: \$16-\$18/hr. depending on experience

Job Description

The Part Time Library Assistant – Computer Technician is responsible for installation, preventative maintenance, and minor repair of all computers and miscellaneous office equipment. In addition, the position performs on-call computer help desk duties for Library staff and patrons involving computer hardware, applications, and office equipment. It requires the ability to access, input, and retrieve data from the computer; ability to perform light to medium work; ability to use phone effectively.

Major Duties

- Under the supervision of the Library Director, handles day-to-day installation, maintenance, minor repair, and troubleshooting of the library's network hardware and software, peripherals, office equipment, and other technology-related areas
- Performs help desk duties for staff and patrons
- Generates system reports from the Integrated Library System and others as requested
- Maintains written maintenance logs for the computer work as completed.
- Under the supervision of and with instructions from the Library Director, prepares specifications for the purchase of computer software, hardware, supplies, and other equipment.
- Provides assistance in use of equipment and software to both patrons and staff.
- Remains aware of new technologies which have application to library operation
- Assists with website maintenance
- Seeks out technology grants on behalf of the Library
- Other duties as assigned

Qualifications and Requirements

- High school diploma required.
- A minimum of two years experience in computer or technology-related services.
- College/technical training in computer science is desirable, but not required.
- Experience in a public library a plus
- Proficiency in Microsoft Office programs
- Must be a New Jersey Resident in compliance with N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- Must be able to successfully pass a criminal background check

To apply, please send resume and cover letter to Tara Aiken at taiken@woodburylibrary.org or

Woodbury Public Library, 33 Delaware St., Woodbury, NJ 08096