

Job Description
Part Time Technology Clerk

Nature of Position: Works cooperatively with Bay County Library System staff, administration and Technology Assistant to coordinate and manage the technology resources of Bay County Library System. This position reports to the Technology Assistant and in his/her absence, the Assistant Director.

Essential Functions, Knowledge, Skills and Abilities:

- Working knowledge and ability to use PC hardware, application software, servers, networks, video and sound cards, printers, input devices, barcode scanners, network adapters, memory digital cameras, scanners, and other hardware.
- Ability to communicate with staff via e-mail and telephone.
- Ability to use the Internet for research in problem resolution.
- Able to manipulate, shift, move, connect and disconnect computer equipment and peripherals. Frequent bending, twisting, lifting, maneuvering and carrying of up to 30 pounds, in order to set up, evaluate, service transport and connect equipment and systems. Occasional lifting of 30-50 pounds.
- Frequent travel among branches and to appropriate meetings.
- Must have good written and verbal communication skills and be able to clearly explain computer problems and solutions to persons with limited background training, as well as to others knowledgeable in the field.
- Must work positively and constructively in a team environment.

Scope of Responsibilities:

Position works closely with Technology Assistant and staff to perform the following duties:

- Troubleshoot and repair hardware and software problems.
- Recommend the purchase, upgrade, repair and/or replacement of hardware, peripherals and software.
- Install computer systems, software and related equipment.
- Maintain accurate inventory records for all system hardware and software.
- Assist in providing staff training on application software and basic internet use.
- Assist in public instruction on use of Internet and appropriate public access to software.
- Act as backup telephone system administrator.
- Participate in continuing education opportunities to assure growth in knowledge of information-related and emerging technologies.
- Other duties as assigned.

Minimum Requirements: Associates degree preferred in computer science, information systems, or related field. Comparable combination of appropriate training and experience may be considered.