

Job Description

Library Technology Page

Nature of Position

This position will assist library patrons in the use of the library's Computer Lab and other areas of the library where deemed appropriate. The work requires no previous training or special knowledge of library routine, other than what is received on the job. Knowledge of how to use a computer is required and knowledge of Microsoft Office Products as well as Internet Explorer is preferred.

Positions in this class are usually part-time and are ordinarily filled by college students and/or retirees. Persons must be over the age of 18.

Position Responsibilities

- Signing in patrons for computer use.
- Answering questions pertaining to Microsoft Office Products and Internet use.
- Assisting with computer classes.
- Signing up patrons on waiting list for computer classes as well as filling scheduled classes.
- Maintaining Printer.
- Collecting fees for printing.
- Collecting money for purchases of diskettes/CD-ROMS.
- Counting money collected at the end of the day and turning in at the Circulation Desk.
- Other duties as required.

Qualifications

- Some computer knowledge required.
- Knowledge of Microsoft Office Products and Internet preferred.
- Must be able to work with people of all ages.
- Organizational skills a plus.
- Must be a self-starter and be able to perform duties with minimum supervision.