Library/Technology Aide

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. This does not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function.

1. Ensure an exceptional library experience by greeting, assisting, instructing, and promoting library services to patrons in a positive and pleasant manner.
2. Answer telephone enquiries and provide general assistance.
3. Perform essential daily operations including opening and closing of circulation desk & building, emptying book drop and shelving library materials as needed.
4. Assist in the processing of inter-library loans.
5. Perform ongoing computer maintenance, install updates and maintain computer network.
6. Install, configure, troubleshoot and support the hardware and software associated with the library's computers.
7. Train staff and library patrons in the use of public computers, internet, electronic databases and other library resources.
8. Keep up to date on the latest technology, and make recommendations for new hardware and software.
9. Maintains schedule of routine janitorial work to keep up the appearance of the library.
10. Notifies supervisor of needed repairs.
11. Assists staff in meeting room and event set up as required.

Required Knowledge, Skills, Abilities & Minimum Requirements:

1. High school diploma.
2. Neat and clean in appearance according to library policy.
3. Excellent interpersonal skills with the ability to make connections and establish positive working relationships with co-workers and the public.
4. Skill with computer programs including the basic software, library software and internet research.
5. Ability to adapt to changes in technology, patron expectations and community needs.
6. Ability to use good judgment and resourcefulness.
7. Ability to work a varied schedule including nights and weekends.
8. After orientation, must demonstrate an understanding of library policies.
9. Required to work scheduled hours. If the employee is unable to work the scheduled hours, sufficient notice is required.

Physical Demands and the Work Environment:

1. Visual acuity is necessary to view a computer screen and written materials.
2. Hearing ability to answer telephone and patron inquiries.

3. Manual dexterity and sufficient computer skills to effectively access information on the computer.
4. Ability to access and retrieve books and other materials that vary in weight, size and shape and may be located at heights from floor level to over-head level.
5. Ability to lift and/or move items up to 25 lbs.
6. Ability to stand, walk, bend, kneel, crawl, reach, balance and sit.
7. Ability to stand or sit for extended periods of time at a busy circulation desk.
8. Ability to work nights and weekends.

Please email your resume and cover letter to Alicia Kershaw at [lovemylibrary@live.com](mailto:lovemylibrary@live.com) .