

JOB POSTING
St. Joseph/Maud Preston Palenske Memorial Library
Library Assistant – Technology and Computer Services

The St. Joseph/Maud Preston Palenske Library has an opening for a full time Library Assistant in Technology and Computer services. This position provides direct support to the Technical Services Supervisor and the Assistant Director and is responsive to patron and staff needs as they relate to technology, with some coverage of public services desks as needed. This is a non-supervisory Union position with starting pay at \$10.53 per hour. This position is pension eligible and has a generous benefits package. Position open until filled.

Position oversees varied projects with emphasis on:

- staying informed about emerging technologies as they relate to library services
- maintaining and repairing hardware and software;
- troubleshooting network problems;
- performing updates and ensuring consistency on all public and staff computers;
- assisting in software installation and support;
- assisting in and providing staff support and training and effective communications about technology in the library;
- assisting with updates to the web page
- working with staff on providing computer and technology focused programs for the public
- work at public service desks assisting with reference and circulation duties is also required as needed along with other duties as assigned.

Expectations include an understanding of and ability to work with:

- computers and varied technologies, including ebooks, audiobooks, databases, email programs, and electronic devices (such as tablets, ereaders, laptops, phones, etc.);
- software such as an ILS and Microsoft Office;
- communicating with the public and fellow staff members
- knowledge of public library organization and operation;
- proficiency in internet searching;
- ability to determine departmental need for materials, equipment, and software and communicate that with the Assistant Director;
- some knowledge of and ability to analyze statistics to understand customer, staff, and institutional information needs in database usage;
- maintaining technology inventory;
- interpersonal skills, initiative and resourcefulness in problem solving;
- knowledge of gaming
- and outstanding oral and written communication skills.

Hours will include at least one evening per week and some Saturdays.

Requirements: Bachelor's degree in computer science or comparable technology degree; or Bachelor's degree, any subject, with accompanying Associates degree in computer science or technology or currently enrolled in an Associates program with computer science emphasis; Demonstrated knowledge of and proficiency in current and emerging technologies and software programs; Ability to analyze data and problem solve; Attention to detail; Strong communication skills; Ability to establish and maintain effective working relationships with supervisors, colleagues, subordinates, the general public and be an all around team player; Ability to lift up to 50 pounds.

Preferred: Work in a library; Understanding of principles of library service, including reference and circulation duties; Knowledge of integrated library systems; Experience with training others in use of technology; working with statistics and reporting systems; some web design and management experience.

Please submit your resume' to the attention of:

Or as a .pdf attachment to:

Stephanie Masin – Library Director
St. Joseph/Maud Preston Palenske Memorial Library
500 Market Street
St. Joseph, MI 49085

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