



RECRUITMENT ANNOUNCEMENT

Library Aide - Substitute (Part-time)

Troy Public Library
Technology Center

Posting Date
December 2, 2016

Closing Date
December 9, 2016

\$11.50 - \$16.50/hour

"We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best"

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community. Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

DUTIES

- Monitor and tracks patrons' use of the library public computers.
- Assist technology center patrons, troubleshoots computer hardware and software issues and generates statistical reports.
- Participate in library website development, maintains the library's public calendar, evaluates software and teaches computer classes to the public.
- Report to the Head of Digital Services.
- Perform related duties as required.

REQUIREMENTS

- High school degree or GED equivalent and a minimum of sixty (60) semester hours or ninety (90) quarter hours of college credits. Applicants with an *equivalent combination of training and experience* may be considered. **Must submit proof of educational attainment at time of application and official transcripts at time of interview.**
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Must be able to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Require proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.

PREFERENCES

- Prefer course work in Library Science.
- Prefer previous clerical experience and strong keyboarding/data entry skills.
- Strongly prefer recent experience working with the public in a technology support environment.

HOURS

Part-time, year-round. Twenty (20) hours per week. Schedule will be varied to include days, evenings, and weekends. Flexibility is needed.

APPLY

Applications are available online at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084 or you may call (248) 680-7296.

Your application is part of the evaluation process; be sure it is complete. You may attach a resume, however, all information requested on the application form must be completed (i.e., writing "see resume" is not sufficient).

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.