



Join the Novi Public Library and support our mission to Inform. Inspire. Include.

JOB TITLE: Technology Assistant – Information Services (Part-time)

GRADE: 3

REPORTS TO: Head of Information Services

Job Duties:

- Assists patrons with using library technology, including troubleshooting related to logging in, emailing, using browsers, operating system, wireless access, etc.
- Trains and assists patrons with online catalog, day-to-day computer questions and learning new technology.
- Monitors the library's print management system, helping patrons sign-in, print, and the application of monies.
- Provides limited reader's assistance to patrons (checking for book availability, placing holds and locating materials on shelves).
- Works positively and collaboratively across departments to accomplish department goals.
- Ability to adapt and respond to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner.
- Seek professional continuing education, both organized and casual, with an air toward keeping services current and appropriate.
- Communicate effectively with patrons, co-workers, and professional colleagues.
- Perform other duties as assigned.

Job Requirements:

- Bachelor's Degree preferred.
- Minimum of 6 months' work experience in a public library.
- Knowledge of business resources both print and electronic.
- Dedication to providing positive customer service.
- Enthusiastic, friendly, self-motivated and creative.
- Strong organizational skills and attention to detail.
- Knowledge of Internet and computer related technology.
- Excellent oral and written communications skills.
- Physical mobility, vision, hearing, and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
- Evening and weekend hours are required.

Salary: \$12.75 per hour

Hours: 15 hours per week

- Monday, 4 p.m. - 9 p.m.
- Wednesday, 4 p.m. – 9 p.m.
- Friday/Saturday Rotation (B Team), 9:30 a.m. – 2:30 p.m.

Benefits: None

Application:

- Resume, cover letter and application required.
- Available at: <https://novilibrary.org/About-Us/Employment-Volunteering.aspx>
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
- E-mail: mdominick@novilibrary.org

Deadline: Friday, April 12, 2019