



Please join our excellent team at the Novi Public Library. We are the only Library in Michigan who has achieved the QSAC Excellence Award through the State of Michigan. Our team is dedicated to connecting with our diverse community with excellent resources and services through our motto of *Inform. Inspire. Include.*

JOB TITLE: Technology Assistant – Information Services (Part-time)
GRADE: 3
REPORTS TO: Head of Information Services

Job Duties:

- Assists guests 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 guests sign-in, print, and the application of monies.
- Provides limited reader's assistance to guests (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.
- Assists guests with i-Cube equipment.

Job Requirements:

- Bachelor's Degree preferred.
- Minimum of 6 months' work experience in a public library preferred.
- Knowledge of business resources both print and electronic.
- Dedicated to providing positive customer service.
- Dedicated to public service.
- Enthusiastic, positive, friendly, self-motivated, creative and approachable.
- Strong organizational skills and attention to detail.
- Strong obligation to confidentiality.
- Proficient in MS Office, Internet browsers, and other related technology.
- Excellent verbal, written, and interpersonal communications skills.
- Physical mobility, vision, hearing, and manual dexterity essential.
- Values diversity in the workplace and in the community.
- Ability to speak multiple languages helpful.
- May require a valid Michigan driver's license based on assignment.

- 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, weekend, and some holiday 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: Wednesday, August 14, 2019 by 5 p.m.