



NORTHVILLE DISTRICT LIBRARY

The Northville District Library seeks at least 2 enthusiastic candidates who enjoys helping people with computers, networking and connected technologies to join our customer service directed team, as detailed below:

**Position: Computer Page – Part Time**

**10 to 20 Hours per week**

Must be willing to work some evenings and weekends.

**Duties:**

- Assisting users by doing simple and intermediate troubleshooting of computer and network technologies.
- Answering general and intermediate computer and technology questions from patrons and staff alike.
- Monitor the Library's Envisionware PC Reservation system, helping patrons sign in, and the application of monies for Print Management.
- Assist with usage of the Library Wireless system, including Mobile Print.
- Assist patrons with using library equipment and technologies as needed.
- Work on other duties as assigned by supervisor.

- Requirements:**
- Demonstrable aptitude in explaining the usage of technology resources.
  - Familiarity with the Windows computing environment, including general knowledge of Windows and Office.
  - Familiarity with Apple and Android computing environments.
  - Familiarity with smart phones, tablets, and mobile technologies, including apps.
  - Understanding of how Internet connections work, including networking, wireless, web browsers, HTML, etc.
  - Excellent and engaging communication skills, including ability to adapt to a variety of age groups and experience levels among library computer users.
  - Patient, friendly and approachable demeanor. Works well with others.
  - Good at observing and multi-tasking.
  - Applicants must be at least 17 years old.

**Pay Rate:** \$10.85 to \$12.05 per hour

**Deadline for application:** Monday, September 5, 2020

**Submit Application with Resume to:**

Carla Eggert, Administrative Assistant  
Northville District Library  
212 West Cady Street  
Northville, Michigan 48167-1560

*The Northville District Library is an Equal Opportunity Employer.  
The Library has taken all appropriate steps to ensure a safe workplace, requiring social distancing, masks, and cleaning.*