

# Marshall District Library Job Posting

**AVAILABLE POSITION:** Library Technology Assistant

**WORK SCHEDULE:** Average 24 hours per week, including evening and weekend hours

**PAY RATE:** \$11.12 per hour with annual merit increases; benefits include pro-rated health insurance, retirement plan options, paid vacation and sick leave, paid holidays

**JOB SUMMARY:** The Library Technology Assistant provides library services to patrons of all ages. These services include providing support for public access and staff computers, printers, and equipment; assisting patrons with public computer use; assisting in the set-up and maintenance of library computers; troubleshooting software and hardware problems; teaching computer classes and one-on-one instructional sessions; updating the library website; delivery of reference, information and reader's advisory services for patrons of all ages.

**REQUIREMENTS:**

- Minimum high school degree. Substantial college coursework or computer certifications preferred.
- Familiarity with Windows Operating Systems, Microsoft Office productivity software, tablet technology, HTML, and wireless networking issues.
- Ability to assist library users with software, email, Internet use, social media, and digital devices.
- Commitment to customer service excellence.
- Computer lab and/or library experience preferred.
- Accuracy and skill in keyboarding required.
- Excellent oral and written communication skills essential.
- Ability to organize multiple assignments and work independently.
- Creative approach to developing and implementing library programs and services.

Additionally to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for sitting, moving, and/or standing for extended periods of time; bending; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

**APPLY:** Application available at Marshall District Library, 124 W. Green Street, Marshall, MI 49068 or online at [www.yourmdl.org](http://www.yourmdl.org). Please send a resume or completed application, cover letter and contact information for three references to Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068, or electronically to [SemiferoA@yourmdl.org](mailto:SemiferoA@yourmdl.org)

**DEADLINE:** Application materials will be accepted through 5:30 pm on Friday, October 2, 2020.

**PLEASE NOTE:** All candidates will be notified of our decision by mail, email, or phone within 4-6 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

Marshall District Library does not discriminate in its employment practices.