



## **JOB POSTING**

**TITLE: Technology Assistant**

**WAGE: Starting at \$21.73/hour**

**BENEFITS: Pro-rated vacation, sick, and holiday time; pro-rated retirement**

**STATUS: Part-time, 20 hours/week; work schedule includes some evenings and weekends**

**REPORTS TO: Technology Manager**

### **PURPOSE:**

Provides technical support to library staff and library users and assists the Technology Manager with installing, configuring, and maintaining library computers, servers, networks, and various applications

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Helps library users and library staff with technology needs
- Works with staff members, presenters, and members of the public when setting up for programs that require technology
- Assists in performing maintenance on library-owned computer equipment (desktops, laptops, printers, portable devices, etc.)
- Troubleshoots computer and other technology issues
- Assists in developing and maintaining library technology documentation
- Assists Technology Manager with technology projects, equipment installation, upgrades, and updates
- Other duties as assigned

### **REQUIRED QUALIFICATIONS:**

- Degree and/or experience in computer technology
- Desire and ability to provide excellent customer service to both the public and library staff
- Ability to translate technical information, both verbally and in writing, to a non-technical audience
- Excellent organization/ planning skills and the ability to work independently and as part of a team
- Ability to critically evaluate problems and prioritize duties and tasks
- Dependable and flexible when scheduling hours and responding to problems
- Proficiency with Windows based operating system and applications including Microsoft Office products
- Experience with a variety of technology including personal computers, tablets, mobile phones, projectors, and other audiovisual equipment
- Experience with networking/servers
- Familiarity with Active Directory, Group Policy, security groups, and other library-related technologies

### **TO APPLY:**

Interested persons should submit a letter of application and completed SDL application (found on website: [www.salinelibrary.org](http://www.salinelibrary.org)) to:

Andrew Sutherland, Technology Manager, [andrew@salinelibrary.org](mailto:andrew@salinelibrary.org)

Applications received by Friday, May 29, will receive first consideration.