NORTHVILLE DISTRICT LIBRARY

COMPUTER PAGE

The Computer Page handles the process of signing up and assisting library users at the Public Access computers, including troubleshooting as needed.

<u>**Duties include the following:**</u>

1. Signing up and, as needed, checking identification for patrons wishing to use the library's Internet workstations and wireless access, including letting users know when their time is up.
2. Assisting patrons with proper and successful usage of the Library Print Release system, including application of monies to account via the Library Payment Center.
3. Assisting users by doing simple troubleshooting as needed related to printing, emailing, using browsers and Windows operating system, and connecting to wireless access, Wireless Printing and more.
4. Working on other duties as assigned by supervisor, including, but not limited to book pre-processing, material discards, database maintenance projects, hardware maintenance and troubleshooting, or Web page updating.

<u>**Skills Required:**</u>

1. Familiarity with the Windows computing environment, including general knowledge of Windows 7 Pro, Windows 7 Home, Windows 8, Windows XP Pro, Windows Vista, Office 2007 and Office 2013.
2. Familiarity with smart phones, tablets, and mobile technologies.
3. Understanding of how Internet connections work, including networking, wireless, web browsers, HTML, Flash, Java, Javascript, etc.
4. Excellent and engaging communication skills, including ability to adapt to a variety of age groups and experience levels among library computer users.
5. Excellent problem solving skills.
6. Patient, friendly and approachable demeanor. Works well with others. Good at observing and multi-tasking.

   Hours: Flexible scheduling with focus to morning/afternoon shifts, 4 to 12 hours each week, including availability on weekends and evenings. This is a part-time position.

   Rate of pay: $9.00 per hour to start

   All applicants must be at least 17 years old.

<u>**Where to apply:**</u>

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DEADLINE: Until Filled