



COMPUTER PAGE

Do you enjoy working with computers, networks, and other connected technologies? Does talking to the public, describing how a computer program or peripheral works sound exciting to you?

The Northville District Library is actively searching for candidates who show enthusiasm, skill and competence in using computer and network technologies. The Computer Page is engaged in helping the public use Library resources, and helping people with basic and advanced usage of computers and the Internet, as well as some troubleshooting software, services and equipment.

Duties include the following:

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. Answering general computer and technology questions from patrons and staff alike.
5. 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 updates.

Skills Required:

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. Demonstrable skill in explaining the usage of technology resources.
6. Excellent problem solving skills.
7. 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.

Where to apply:

Carla Eggert, Administrative Assistant
212 W Cady St
Northville, MI 48167
Phone: 248-349-3020
Fax: 248-349-8250
Email: ceggert@northvillelibrary.org

DEADLINE: Until Filled