

**St. Joseph County Public Library
Job Requirements / Abilities**

Position Number: 52-66.38-6
Position: Library Technician (Part time)
Level/Unit: 6/2 **FLSA Status:** Non Exempt
Beginning Range: \$11.80 - \$13.87, hourly
Pay Range: \$11.80 - \$15.93, hourly
Agency: Lakeville Branch
Location: 120 N. Michigan St., Lakeville, IN 46536

Education and Experience: High school diploma with additional specialized training in using computers.

Preferred: Two years higher education or two years relevant work experience, which may include experience using and troubleshooting computers and software including Microsoft Office.

Hours:

- Work a 16 -hour per week, primarily Fridays and Saturdays. Schedule will be arranged by Supervisor to meet the agency's needs.
- May work the specified Sunday afternoons at the Main Library.

Requirements:

- Excellent customer service, communication, and organizational skills.
- Strong Macintosh or PC skills with an ongoing interest in new technology.
- Good eyesight.
- Able to lift library materials up to 25 lbs.
- Transfer to other areas of the library system as needed.
- **Drug testing and criminal history record check are required as a condition of employment. Any offer of employment is subject to the applicant passing a drug-screening test and criminal history record check.**

Ability to:

- Establish and maintain good working relationships with library patrons, staff, and supervisor.
- Learn and use the Library's automated system.
- Stay up to date with new technologies, including Macintosh, PC and assorted handheld devices.
- Accept and manage change.
- Demonstrate initiative and creativity.
- Maintain a sense of humor, enthusiasm, and a positive attitude.

To Apply: Fill out an employment application at the Main Library, 304 S. Main, downtown, South Bend at the Administrative Offices (Human Resources), third floor, between 10:00 a.m. and 4:00 p.m. weekdays.

The St. Joseph County Public Library is an Equal Opportunity and E-Verify Employer

(Open until February 10, 2012)

(See Reverse Side)

**St. Joseph County Public Library
Job Description**

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MAI: 6620
Agency: Lakeville Branch
Location: 120 N. Michigan St., Lakeville, IN 46536

Performs duties to provide basic computer assistance to patrons at the public service desk per service guidelines. Working under the direct supervision of the manager, the library technician will:

- Essential Job Duties:**
1. Assist patrons with basic use of the Library's public computers, and Library supported software and programs including OverDrive, the computer reservation process, print management system, and photocopiers.
 2. Assist co-workers with technology.
 3. Assist patrons with circulation services and directional and basic collection questions as needed.
 4. Perform basic computer diagnostics within guidelines specified by the IT manager.

Perform other duties as assigned.