

Library Technology Assistant I

40 hours per week, salary starting at \$15/hour. Benefits are included and paid 100% for employee.

The Library Technology Assistant works closely with the Director and the Head of Information Services to meet the technology needs of library patrons and staff, provides technical and administrative support for network, databases, computer lab, staff computers, web site, and social media. Maintain a regular schedule of assisting patrons at the Information Desk.

The Library Technology Assistant is a 40 hours per week position, with a schedule that will include evening hours and weekend shifts. Benefits are paid at 100% for full-time employees. Benefits include paid leave, holidays, health insurance, and retirement through Nevada PERS.

Responsibilities

1. Maintains and upgrades computer and network hardware, software and peripheral equipment.
2. Configures computer systems for staff and public use.
3. Interacts in person and over the telephone with staff and management, and the general public in a professional manner.
4. Solves routine and non-routine issues and difficult situations that arise which include software, hardware, and procedure problems.
5. Conducts training for Library staff and patrons, including the use of both computers and software. May include specific applications for library operations.
6. Maintains a regular schedule of service at the Information Desk; provides assistance to patrons at the Circulation Desk as needed. May include evening and weekend hours.
7. Assists Information Services Librarian with programming.

Qualifications

Equivalent to an Associate of Arts degree with major course work in computer science, information systems or a related field required and two (2) years of related work experience in the technology field, preferably in a library setting.

Knowledge, Skills, and Abilities

1. Computers, mobile devices, and library automation software.
2. Windows based programs, word processing programs, spreadsheet programs, and other software applications associated with library equipment.
3. Correct English usage, spelling, punctuation, and grammar.
4. Use of library and general office equipment.

5. Use of network computer systems and associated peripheral equipment.
6. Use of multiple operating systems including Windows, MacOS, Android, and iOS, word processing programs, spreadsheet programs, and other programs.
7. Troubleshooting technology problems on multiple devices.
8. Recognize equipment malfunctions and software errors and provide efficient response.
9. Learn new technology and software.
10. Work both independently and as part of a team.
11. Maintain effective working relationships with those encountered as part of professional duties.
12. Work a flexible schedule which may include evenings and weekends.

Physical Requirements

Job functions may require maintaining a physical condition necessary for standing and walking, frequent moderate lifting (12–20 pounds); occasional heavy lifting (up to 100 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time.

Application

Send via US Postal Service or email a letter of interest, resume, application, and three references to:

Kimberly Diehm, Director, Boulder City Library District
701 Adams Boulevard
Boulder City, NV 89005
bcdirector@bclibrary.org

Applications are available at bclibrary.org and accepted until position is filled. Applicants that best meet the job qualifications may be invited to interview.