



July 11, 2018

Position Available: Part-Time Assistant Technology Specialist
24 hours per week, includes weekends,
evenings; flexible scheduling is mandatory
for this position.

Salary range: \$15.00 per hour

Deadline for applications is Wednesday, July 25, 2018 by 5:00 p.m. Please include your
cover letter and application

http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf

Please send your information to:

Elyse Streit, Director
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334
Or
Elyse.Streit@farmlib.org

Interviews will be held on Thursday, August 2 and/or Monday, August 6.

Job Summary:

Working under the day-to-day supervision of the Technology Specialist, under the overall supervision of the Coordinator of Technology, employees in this classification are responsible for assisting in the implementation of the Library's information technology at both branches.

Essential Duties/Responsibilities May Include:

- Performing daily troubleshooting of PC-based hardware, software, and peripherals.
- Configures, maintains and repairs Windows workstations and associated equipment.
- Maintains and configures publicly circulating technology such as iPads and mobile hotspots.
- Utilizes built in Windows and external utilities to configure and secure public machines.

- Helps to maintain the database of library technology hardware and software.
- Collects and organizes statistics from several library technology systems.
- Serves as back up to the technology specialist on Envisionware and Faronics Servers.
- Provides assistance and training to library staff and patrons in utilizing information technology.
- Other responsibilities as assigned.

Minimum Qualifications:

- Ability to research and solve new problems.
- Accuracy in keyboarding, spelling, English, grammar, and arithmetic.
- Ability to communicate effectively, orally and in writing.
- Good interpersonal relations skills, including the ability to work well with a wide variety of people whose technological expertise ranges from minimal to extensive.
- Demonstrated ability to work in a well-organized, methodical, and cooperative fashion.
- Experience in troubleshooting and configuring PC hardware and software.
- Working knowledge of Windows-based software & operating systems, as well as Mac experience.
- Ability to understand and interpret policies and procedures, including Public Service Values.
- Ability to work independently, making decisions within the authority ascribed to this position and seeking advice when required.

Physical Job Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job]

- The ability to lift, push and/or pull up to 40 lbs. and push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods.
- The ability to bend, reach, crouch or stoop.
- Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position.

Equipment Commonly Associated with this Job:

Computer equipment plus peripherals, tablets, mobile devices, scanners, telephones, pagers, FRS radios, AV equipment, batteries, faxes, printers, copiers, scanners, cabling and other office machinery, among others.