



Sanibel Public Library District Library Technology Assistant/Part Time Job Description

Duties and Responsibilities

Part time position, 20-24 hours per week. Evening and Saturday hours required.
Hourly wage \$10.00 to \$15.00 per hour dependent on experience. Tolls paid.

- Check books and other materials in and out of the library
- Assist patrons in finding library materials
- Help patrons navigate library records and periodicals
- Assist users and staff on public computer equipment and software, Library Catalog, Printing, and the Internet
- Assist with logging users into public use computers
- Clean and inspect equipment, replace printer cartridges or toner, and load paper in various types of equipment
- Assist users with software and computer-related tasks
- Oversee public use of computer equipment in the Computer Lab
- Performs necessary repairs and maintain service tickets for computer-related problems
- Instruct staff and patrons on computer services and computer system operations
- Performs other reasonable duties as required

Knowledge/Skills/Ability

- Ability to communicate with staff and public on a non-technical level and with staff and public in a cooperative and courteous manner
- Knowledge of personal computers including PC and Mac
- Ability to troubleshoot hardware and software problems
- Ability to work independently
- Problem-solving and mechanical ability
- Desktop publishing and graphic design knowledge preferred
- Ability to lift and carry equipment weighing up to 40 pounds

Qualifications

High school diploma and experience with computer equipment and software
Some college preferred

Interested candidates should send resume and cover letter to: secretary@sanlib.org
Deadline Friday, December 21st at 5pm

The above reflects the general information and essential functions of the job, but shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job.

Sanibel Public Library Equal Employment Opportunity Statement

The Sanibel Public Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability, marital status, amnesty, genetics, or status as a covered veteran in accordance with applicable federal, state and local laws. The Sanibel Public Library complies with applicable state and local laws governing non-discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, recruitment, placement, promotion, termination, layoff, recall, leave of absence, compensation, and training.

The Sanibel Public Library expressly prohibits any form of unlawful workplace harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability to Sanibel Public Library employees to perform their expected job duties is absolutely not tolerated - and may result in discipline up to and including discharge.

The Library reasonably accommodates employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with either their supervisor or the Director.

Employees who feel that they have been discriminated against or harassed should immediately bring the matter to the attention of the Director. All such matters will be treated with discretion and will be thoroughly investigated.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered an all-inclusive listing of work requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Individuals may perform other duties as assigned including work in other areas to cover absences or provide relief to equalize peak work periods or otherwise balance the workload.