

## **Library Assistant (part-time)- User Services Department**

Howland Public Library, located in Beacon, New York, has a part-time position open for a Library Assistant focusing on technology in our User Services Department. We are looking for a friendly, tech savvy, and team-orientated individual who can join our staff in providing outstanding customer service to the vibrant and diverse patrons of the Beacon City School District. Interpersonal and communication skills are vital for this position as are attention to detail, tact, and politeness, while still being able to uphold the rules of the library. Patience, critical thinking, and the ability to instruct individuals with a broad range of technology skills is essential. The Technology Library Assistant reports directly to the Assistant Director.

### **List of Duties:**

- Assists patrons in sign in and use of library computers;
- Assists patrons with basic computer operations, such as use of internet, email, printing, and Microsoft software;
- Assists patrons in the use of library-related technology, such as e-readers and other handheld devices;
- Assists library patrons with library's website, electronic catalog, photocopiers, fax machines, and printers;
- Monitors library technology equipment and networking systems for proper functioning;
- Provides verbal directions and instructions to patrons;
- Directs patrons to appropriate staff member to meet their in-depth information needs;
- Checks in and cleans Library of Things technology equipment;
- Assists circulation desk when needed;
- Provides technology assistance to staff;
- Assists with setting up technology equipment for public programs;
- Assists with technology projects, including conducting equipment and software inventory;
- Performs additional duties as required.

Library technology equipment position works with:

- Fax machine
- Public copier
- SAM kiosk
- Public computers
- Catalog computer

**Salary:** Hourly rate of \$17.30 for 28 hours per week on a set schedule of Monday, Tuesday, Wednesday, Thursday 9:15am-3:15pm and Sunday 12:00pm-4:00pm. Possibility of adding more hours when shift coverage is needed or during special events.

**Benefits:** Paid vacation, sick, holiday, and bereavement time. Employee Assistance Program offered to all staff. Howland Public Library participates in the New York State and Local Retirement System.

**Civil Service Minimum Qualifications:** "EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration); OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration); OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above".

**Special Notice: The Library Assistant position is a civil service provisional appointment pending future examination. Applicants must meet all Dutchess County Civil Service minimum qualifications for the position and be reachable upon exam for permanent appointment.**

Applicants can send a letter of interest and resume to Director Kristen Salierno via email (subject heading: Tech Library Assistant) at [director@beaconlibrary.org](mailto:director@beaconlibrary.org) by September 22<sup>nd</sup>.