

POSITION DESCRIPTION
GARY PUBLIC LIBRARY

An Equal Opportunity Employer
Page 1 of 3

Job Title: **TECHNOLOGY SERVICES CLERK – PART-TIME**
Department: Technology Service Department
Immediate Supervisor: Technology Service Supervisor
Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Technology Services Clerk assists in maintaining and troubleshooting equipment, and assists staff and patrons in using the library's computer equipment.

QUALIFICATIONS:

High school diploma and a minimum of two (2) years computer experience or an equivalent combination of education, training and experience. Must possess and maintain a valid driver's license with an acceptable driving record.

WORKING CONDITIONS:

The Technology Services Clerk may be required to work a flexible schedule, and will travel to each library facility as needed. They must demonstrate the physical strength necessary to lift and transfer equipment. Person must be able to lift and move at least 30lbs.

Position available for in-house and outside applicants: Please submit resume and letter of interest to: Dionne Knox, Executive Asst./HR Coordinator 220 W. 5th Avenue, Gary, IN 46402 or electronically to: knoxdc@garypubliclibrary.org.

An individual who poses a direct threat in the health and safety of others in the workplace will be deemed not qualified for this position

Bargaining Unit:
Non-Exempt [] Exempt []

Date Submitted: November 2, 2017
Pay Grade: 4
Salary Range: \$9.39 – 13.94 per hour
Overtime: Eligible
Non-Exempt [x] []

GARY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none">• Library policies and procedures*• Department Programming and Services• Dewey Decimal classification system*• Basic Computer Operation• Computer software	<ul style="list-style-type: none">• Plan, schedule and organize work• Follow oral and written instructions• Keyboard, basic level• Gather and Compile statistical data• Classify and organize records• Interact and respond appropriately to patrons• Present a professional image to the public• Maintain effective working relationships with supervisor and co-workers• Maintain confidentiality

**May be acquired after hire.*

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

PUBLIC SERVICE

- Assists patrons in using the Internet and the library's computer software systems including:
 - * On-line database and inventory system
 - * Microsoft Office Programs, such as Excel, Power Point, and Outlook
- **Assists patrons with basic computer operation difficulties**
 - * Troubleshoot simple problems
 - * Contacts Technology Services Supervisor
 - * Reports problems to Supervisor
- **Monitors patron's utilization of the Internet**
 - * Ensures patrons are aware of library policies
 - * Notes access of inappropriate sites and alerts supervisor
 - * Maintains cleanliness of the computers, ancillary equipment and computer area

DEPARTMENTAL SERVICES

- * Provides support services to an assigned department

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

DEPARTMENTAL SERVICES – Continued

- Types orders, correspondence, reports and other documents
- Types requisitions for supplies and materials and assist in filling orders
- Assists with maintaining files, records, indexes and statistics
- Participates in developing and implementing improvements in services and programming
- Prepares items for delivery
- Processes and inventories materials, as assigned
- Unpacks materials, verifies order slips

PROGRAMMING

- Assists with preparing and conducting programs and special events
 - * Registers patrons
 - * Prepares materials
- Assist with special projects, as assigned
- Assists with developing flyers, seasonal displays and other promotional materials for department
- Participates in evaluating programs and services

MISCELLANEOUS

- Runs errands and distributes mail, as assigned
 - Maintains and increases knowledge and skills
 - Attends meetings, as assigned
 - Performs additional duties and assignments, as required
-
- *Denotes an essential function of the job*