



Addison Twp. Library
1400 Rochester Rd.
Leonard, MI 48367
(248) 628-7180
www.addisontwp.michlibrary.org
Library Director, Rosie Walker
January 30th, 2023

Part-Time Technology Specialist and Library Clerk:

Position: Part-Time Technology Specialist and Library Clerk

Compensation: \$13.50 - \$15.00 an hour to start based on education and experience.

Hours: 14-20 hours per week, including occasional Saturdays, on call hours, and remote work.

Duties and Responsibilities:

- Oversees and perform technical work in the installation, trouble-shooting, modification, routine maintenance, updates, and minor repairs to staff and public computer hardware, software, AV equipment, and peripherals.
- Assists staff with troubleshooting and maintenance of Library equipment.
- Assists the Library Director in development of Technology Plan and preparation of the budget for staff and public hardware and software, copy/printing equipment, data communications (fiber/internet/VOIP), and network maintenance and service.
- Provides staff training and documentation in the use of information technology and computer systems.
- Investigates and recommends innovations and practices related to technology that effectively improve services to the community. Including tech classes.
- Ensures the security of the network, backing up data regularly, and preserves the confidentiality of records
- Responsible for maintaining inventory records for computer equipment and software.
- Participates in professional meetings and continuing education activities.
- Participates in community organizations as the library's representative.
- Assists in public and information services, including direct patron services
- Assists in the development and implementation of Library policies and procedures.
- Drafts guides for specific pieces of equipment and assist in all policies and procedures related to technology.
- Assists in equipment purchasing.
- Provides any library program with technological assistance needed.
- Performs clerical duties which involves a broad range of public library functions and day-to-day operations. Including, but not limited to greeting and assisting library patrons, processing holds, MELCAT processing, unpacking deliveries, helpdesk services, processing, shelving, maintaining patron records, computer data entry, collection development and charges and discharges of library materials in accordance with the established library policies and procedures.

Required Qualifications:

- Customer service experience with a strong commitment to public service and relations.
- High school diploma.
- Demonstrates high-level verbal and written communication skills, excellent editing and proofreading skills and exceptional attention to detail.
- Adapts to changes in the work environment that manages competing demands and multiple ongoing projects. Able to meet deadlines while dealing with frequent change, delays or unexpected events with the ability to handle deadlines.
- Working knowledge of common computer applications including but not limited to Windows software, hardware, the internet, web technologies, social media and other technologies.
- Ability to collaborate in a team environment and also be able to work independently.

Preferred Qualifications:

- A bachelor's degree in a related field
- Knowledge of The Library Network information systems, MS Office, security software, related technology, and current library software including CARL.X, MELCAT, and ILL systems.
- Public library experience (circulation, reference, and collection development).
- Website development (experience in writing and designing communications for the web, social media and other digital platforms).
- Experience supporting public computer users.

Physical Demands:

Performs medium work that involves walking, standing, stooping, stretching, or lifting virtually all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis. Tasks require considerable skill, adeptness, and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy. Ability to sit and use computer for extended periods.

Open until vacancy is filled. Send completed job application, resume and cover letter electronically to rwalker@addison.lib.mi.us