CIDL
CLARKSTON INDEPENDENCE
DISTRICT LIBRARY
Innovate. Enrich. Educate.

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6495 Clarkston Road
Clarkston, MI 48346

The Clarkston Independence District Library is looking for a friendly, skilled, detail oriented individual who is able to work independently and as part of an IT services team.

Salary: $12.00-$20.00 per hour depending on qualifications and experience
Hours: 5–27.5 per week, including evenings and weekends as scheduled

Primary job duties:
- Assist IT coordinator with technology projects, upgrades and updates
- Support Library computers, internet access, servers and cabling
- Support Library programs with technology needs
- Assist staff and the public with technology
- Troubleshoot computer issues
- Support for the Library's social media presence
- Update Library's website
- Assist in maintaining and developing Library IT documentation
- Other duties as assigned

Qualifications:
- Degree or experience in computer technology
- Experience with networking, servers and cabling
- Knowledge of web design in a variety of platforms
- Ability to use social media
- Excellent organization and planning skills with the ability to work independently and as part of a team
- Ability to translate technical information, both verbally and in writing, to a non-technical audience
- Programming and scripting in PowerShell and Python preferred
- Desire and ability to provide excellent customer service

Reports to: IT Manager

Please send all resumes, including cover letter and references, to Bill Bowman @ bowmanb@cidlibrary.org, please include IT Assistant position in the Subject line. This posting will close on Monday, November 12, 2018.