



Ochoopee Regional Library System
Position Title: Technology Assistant

Summary of job responsibilities

This is a part-time position under the general direction of the Assistant Director. Duties include assisting with the Region's technology needs and related duties as assigned by the Assistant Director; these duties include working with children in Technology related programming each week as well as assisting with the libraries' computer/information systems network.

Hourly Rate: \$7.50 an hour

Weekly Maximum Hours: 18 hours a week

Reports To: Assistant Director

Special working conditions

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching and pushing; extensive keyboard usage; may travel to other locations.

Minimum qualifications

- Some school classwork in the area of computer science
- Have or be able to obtain a valid Georgia Driver's license and maintain an excellent driving record
- Knowledge of the use of the Internet, TCP/IP networking, and MS Office suite including Word, Outlook and Excel
- Ability to work independently and comfortable working with groups of children

Preferred qualifications

- Good communication skills, technical competency, flexibility and eagerness to learn and share knowledge with others

Position Responsibilities

- Plan and implement weekly programs in the Science Technology Engineering Art and Math room. Will require familiarity with the inventory of the room and working directly with children and families on guided projects. The programs will be implemented region wide and at schools, so some travel may be required for special programs.
- Visit branches on a as needed basis to do periodic checks on any issues and work on branches' general computer maintenance needs;

- Help maintain an inventory of all technology assets including information for serial numbers, purchase dates, initial cost, installed software and operating system, hardware specs, etc. for each item;
- Assist and provide support to librarians providing public computing classes;
- Assist patrons with technology questions;
- Provide support to the Assistant Director in any technical service related projects or initiatives (book processing for branches)
- Other related duties as assigned.

Physical Demands

- Lifting 75 lbs. maximum without the assistance of another person, frequent lifting and/or carrying of objects weighing up to 40 lbs.
- Frequent bending, twisting and squatting
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions.
- Frequent sitting, walking and standing.
- Must be capable of using hand(s) for repetitive single grasping, fine manipulations, pushing and pulling and operating controls.
- Ability to withstand temperature and noise changes in the work environment.