



August 7, 2018

Position Available: Part-Time Technology Page
15 - 19 hours per week
Weekend/Evening availability; flexible scheduling is mandatory for this position.

Salary begins at: \$10.49 per hour

Deadline for applications is Tuesday, August 21, 2018 by 5:00 p.m.
Please include your cover letter and application,
http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf.

Please send your information to:
Michael Shereda
Technology Specialist
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334
or
Michael.Shereda@farmlib.org

Interviews will be held August 28, 2018.

Job Summary:

Working under the day-to-day supervision of the Technology Specialist, under the overall supervision of the Coordinator of Technology, this position is essential to the successful operation of the Library.

Essential Duties and Responsibilities May Include:

- Performs setup, configuration and monitoring tasks as directed on servers and workstations.

- Responds to Equipment Problem reports, including: troubleshooting of PC and server-based hardware; software problems and repairs; and setup of equipment.
- Assists in monitoring internal and external network performance including Wi-Fi.
- Assists Host Pages with Auditorium equipment and printers.
- Other tasks as assigned.

Minimum Qualifications:

- Thorough knowledge of Microsoft Windows and applications.
- Computer Lab or Library experience preferred.
- Hardware, software, network, printing or AV experience preferred.
- Ability to communicate effectively, orally and in writing.
- Ability to work independently once training is complete.
- Ability to work as a member of the Technology Team.
- Strong problem solving skills.
- Detail oriented.
- Positive service attitude.
- Ability to promote and maintain effective relationships with the public and other staff.
- Ability to understand and correctly interpret Library Policies and Procedures.

Physical Activity Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job]

- The ability to lift, push and/or pull up to 40 lbs. and push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods.
- The ability to bend, reach, crouch or stoop.
- Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position.

Equipment Commonly Associated with this Job:

Computer equipment plus peripherals, tablets, mobile devices, telephones, pagers, FRS radios, AV equipment, batteries, faxes, printers, copiers, scanners, cabling and other office machinery, among others.