December 16, 2019

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

Salary begins at: $10.70 per hour

Deadline for applications is Friday, January 17, 2020 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 during the week of January 27, 2020.

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 20 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.