

**COMPUTER ASSISTANT  
JOB DESCRIPTION  
SOUTHFIELD PUBLIC LIBRARY**

**Job Title:** Computer Assistant  
Part-Time  
Non-Career (Not Seasonal)  
No Benefits

**Starting Salary** \$9.25 **Salary Range:** \$9.25 - \$10.75

**Job Description:**

This position is responsible in assisting the public in using the Library's computers, printers, copiers, scanners and fax machines. Computer Assistants are responsible for assisting the public in using various software applications in the Computer Labs, assisting card holders in signing on to the public computers through our time management system, and issuing guest passes to non-card holders. This position is also responsible for maintaining, setting up, and resolving issues with the Library's computers and troubleshooting hardware and software problems. Computer Assistants perform basic maintenance on equipment, clean equipment, and perform other technological support duties as assigned.

**Job Requirements:**

- Strong commitment to positive and polite public service.
- Excellent communication skills.
- Thorough knowledge of Microsoft Windows.
- Knowledge of Microsoft Office Suite software.
- Computer Lab and/or Library experience preferred.
- Experience setting up and maintaining PC Hardware.
- Software installation experience preferred.
- Ability to work independently after training is complete. Strong problem solving skills.
- Detail oriented.

**Physical Requirements:** Applicants must be able to lift 25 lbs., bend, push and stand for periods of time.

**Hours:** Up to 19 hours per week  
The Library is open evenings and weekends  
Availability to work some nights and/or weekends is required

**Applications:** To apply, please complete the full **City of Southfield Employment Application**, [cityofsouthfield.com/Portals/0/docs/HumanResources/GeneralApplication-fillable.pdf](http://cityofsouthfield.com/Portals/0/docs/HumanResources/GeneralApplication-fillable.pdf) and the **Availability Worksheet** and submit these to:

Ken, Technology Div., Southfield Public Library, 26300 Evergreen Rd, Southfield, MI 48076  
Application materials may also be dropped off at the **Southfield Public Library Guest Services Desk** — please label your application "ATTN — Kenny Landa." Submit questions to [klanda@southfieldlibrary.org](mailto:klanda@southfieldlibrary.org) or call (248) 796-4350.

Revised 09/25/2018 kml

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## Availability Worksheet

Name: \_\_\_\_\_  
                         Last  First  Middle

Address: \_\_\_\_\_  
                         Street  City  State        Zip

Email: \_\_\_\_\_  
                         Email address

Telephone: (     ) \_\_\_\_\_  
                         Best phone number to reach you

Availability – Place a mark in the box indicating the times you are available to work

		<b>Library Open Hours</b>						
		<b>Sunday</b> 1pm – 5pm	<b>Monday</b> 1pm – 9pm	<b>Tuesday</b> 9:30 am – 5:50 pm	<b>Wednesday</b> 1pm – 9pm	<b>Thursday</b> 9:30 am – 5:50 pm	<b>Friday</b> 1pm – 5pm	<b>Saturday</b> 9:30 am – 5:50 pm
<b>Hours Available to Work</b>	9-10 am							
	10-11							
	11-12 pm							
	12-1							
	1-2							
	2-3							
	3-4							
	4-5							
	5-6							
	6-7							
7-8								
8-9								