COMPUTER ASSISTANT
JOB DESCRIPTION
SOUTHFIELD PUBLIC LIBRARY

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

Starting Salary $11.00 **Salary Range:** $11.00 - $18.00/hr

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:

- High School Graduate or GED required
- 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 troubleshooting PC Hardware.
- Software troubleshooting experience preferred.
- Able to work independently after training.
- Possess strong problem-solving skills.
- Detail oriented.

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

Hours: Up to 19 hours per week
The Library is open on evenings and weekends
Availability to work evenings and/or weekends may be required

Applications: To apply, please complete the full **City of Southfield Employment Application, https://www.cityofsouthfield.com/sites/default/files/inline-files/generalapplication-fillable.pdf and the Availability Worksheet and submit these to:**

Kenny, Technology Div., Southfield Public Library, 26300 Evergreen Rd, Southfield, MI 48076

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Application materials may also be dropped off at the **Southfield Public Library Guest Services Desk** — please label your application "ATTN — Kenny" Submit questions to klanda@southfieldlibrary.org or call (248) 796-4350.

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

		Hours						
		Mon	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**
Hours Available to Work	**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							