



## Computer Desk Assistant

Frankfort Public Library District is seeking a dependable and responsible Computer Desk Assistant to serve our library and community by providing computer support and assistance to patrons. This position involves daily interaction with library users that have a variety of computer needs.

**Hours:** Approximately 7.5-15.5 hours per week with evening and weekend availability required

**Salary:** \$12

### Qualifications and Education Requirements:

- Strong commitment to positive and polite public service
- Excellent communication skills
- Thorough knowledge of Microsoft Windows and Web browsers
- Knowledge of Microsoft Office Suite software
- Ability to troubleshoot basic computer hardware and equipment problems
- Basic knowledge of Mac OS and software preferred
- Experience setting up and maintaining PC Hardware
- Ability to work independently after training is complete
- Strong problem-solving skills
- High school diploma required
- Reliable and willing to fill in extra hours when necessary
- Must be able to lift 25 lbs., bend, and stoop, push rolling carts, and maneuver under and around furniture to connect cables

### Duties and Responsibilities:

- Assist patrons with use of library equipment, software applications and Internet resources
- Troubleshoot minor computer and equipment problems. Assist staff by identifying and reporting issues
- Replace paper and toner in printers and copiers
- Sanitize computer equipment as needed
- Manage study room use
- Monitor patron conduct in public areas of the library
- Perform other duties as assigned

**Application Deadline:** Friday, July 7, 2017

### Send resume & cover letter to:

Julia Wojcik, Technology Coordinator

Email address: [jwojcik@frankfortlibrary.org](mailto:jwojcik@frankfortlibrary.org)

Frankfort Public Library District

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