

JOB POSTING: Part-Time Technology Assistant

The Jackson-Madison County Library is accepting applications for a Part-Time Technology Assistant. Applicants must submit a completed Madison County application form to Dinah Harris at dharris@madisoncountyttn.gov . Application may be picked up at the Main Library 433 E. Lafayette Street or the North Branch at 8 Stonebridge, Suite F & G.

Posted date: *July 10, 2018*

Posted until position is filled.

Location: *Jackson-Madison County Library, 433 East Lafayette St, Jackson, TN*

Jackson- Madison County Library seeks enthusiastic, service-oriented, technology assistants. Positions may require some evening and weekend hours.

Candidates must possess the following skills:

- Library experience preferred but not mandatory.
- High school graduate a must; college degree in technology related field would be looked upon favorably.
- Ability to follow written and oral instructions
- Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- Ability to create courteous pleasant first impression of library
- Ability to establish good patron rapport
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Advanced computer skills

Primary Function:

Oversees computer lab while assisting guests with technology needs. This area has a heavy concentration of public contact.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.