



Redford Township District Library invites applications for the position of **Technology Assistant**

The Role

The Redford Township District Library is seeking an enthusiastic candidate with a passion for technology and a desire to help people. This role involves assisting patrons with computer and mobile device support, offering troubleshooting assistance, and supporting general technology-related needs.

Key Responsibilities

- Assist users with basic and intermediate troubleshooting of computers and network technologies.
- Address general and intermediate technology questions from both patrons and staff.
- Monitor the Library's Pharos PC Reservation system, helping patrons sign in and manage printing.
- Provide support for the Library's wireless system, including the Mobile Pharos Print Center.
- Help patrons use library equipment and technologies.
- Perform basic maintenance as directed.
- Other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent.
- Intermediate computer skills, including experience with the Windows environment.

Other Requirements:

- Ability to analyze and resolve technical issues, organize tasks, set priorities, achieve goals, maintain records, and build positive relationships with staff and patrons.
- Strong verbal and written communication skills.
- Ability to sit or stand for extended periods and lift up to 50 pounds unassisted.
- Comfortable accessing, inputting, and retrieving information using a computer.

Employment Details

- Compensation: Starting at \$17.00 per hour.
- Benefits: Holiday and PTO.
- Hours: 15 - 20 hours per week; primarily evenings and weekends.
- Supervisor: Head of Adult Services.

How to Apply

- Submit an application and resume at rtdl.org/about/employment/
- Deadline: Position open until filled.