

# Wellington Public Library Job Description

**Job Title:** Library Assistant -IT

**Reports to:** Director

**Fair Labor Standards Act Status:** Non-Exempt, Hourly

## Essential Duties:

- Performs routine maintenance and upgrades to circulation/ staff computers
- Performs upgrades to library Chromebooks and tablets
- Troubleshoots WIFI and network issues
- Installs and troubleshoots network printers
- Helps staff and patrons print from apple & android cell phones
- Assists patrons in the use of and via various technology formats, including computers, copier, fax, phone, and any other formats.
- Works with vendors (software and IT related products)
- And other duties as assigned

## Minimum Qualifications

- High School Diploma or equivalent required
- Certification or Higher education preferred
- Ability to troubleshoot & maintain computers.
- Close attention to detail
- Demonstrated ability to communicate effectively with all age groups, from a wide range of socio-economic backgrounds and to work as part of a team with a positive attitude
- Ability to understand and follow oral and written instructions
- Ability to foster and maintain positive community relations

## Preferred Qualifications

The ideal candidate would have the following knowledge and/or experience:

- Troubleshoot, maintain, and repair Windows 10 & 11 networked workstations
- Able to troubleshoot and fix network and WiFi issues
- Experience administering a Synology Network Attached Storage device
- Experience administering a Cisco Router
- Maintain Android tablets and Chromebooks
- Install & troubleshoot network printers
- Help patrons print from Apple & Android cell phones and connect them to WiFi
- Experience administering a Google Workspace
- Experience with Wordpress websites

**Physical Demands of the Position**

- Sitting, standing, walking, climbing and stooping, bending, twisting, and reaching
- Lifting and carrying 50 pounds or less

This job description is provided as a guide and is not to be considered a contract. The Library Board reserves the right to make changes to the job description, as necessary. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.