

## JOB DESCRIPTION



Capital Area District Library  
www.cadl.org

**Position:** Computer Center Assistant

**Range:** T4 (Non-Exempt) (Union)

**Reports to:** Technology Librarian

**Supervises:** None

**Reviewed:** 12/07

**Revised:** 11/05

## JOB SUMMARY

Under the supervision of the Technology Librarian, assists patrons needing technical assistance in the use of library computers or software, maintains computer hardware, presents programs, prepares web guides and other instructional handouts, and prepares displays .

## DUTIES AND RESPONSIBILITIES

1. Registers patrons to use the computers in the computer center and keeps statistics.
2. Assists patrons needing technical assistance in the use of the library OPAC, the Internet, e-mail, commercial databases, and other computer software supported by CADL. Refers patrons who need assistance finding specific information to the reference staff.
3. Maintains computer hardware including computers, printers, and associated peripherals. Investigates problems, takes corrective action, and reports unsolved problems to the computer technicians.
4. Presents classes such as "Beginning Computing", "Internet I and II", "Work Processing Basics", etc.
5. Assists in the preparation of web guides that list recommended Internet sites on various topics. Assists in preparing handouts instructing patrons to use computers and supported software.
6. Prepares and sets up displays, exhibits and bulletin boards to maintain an informative and attractive physical setting in the computer center.
7. Attends various seminars, conferences and workshops and reads various journals, magazines and professional publications to keep current on the latest methods and techniques in computer related library services.
8. Other duties as assigned or as necessary.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

## JOB REQUIREMENTS

- Possession of a Bachelor's degree or its equivalent.
- At least one year's experience using computers and the Internet.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Second Language speakers desired (Spanish, Arabic, Vietnamese, Farsi, Hmong/Lao, and Serbo-Croatian).
- Ability to use computers and to utilize computer databases.
- Effective oral and written communication skills.
- Ability to follow complex written and oral instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to conduct oneself with tact and courtesy.