

HUNTINGTON WOODS LIBRARY

IT Coordinator

Part Time (25 hours per week) Includes evening and weekend hours (Saturday/Sunday)

JOB DESCRIPTION:

Responsible For:

1. Maintenance of all computers
2. Library Online Calendar Maintenance
3. Library Website Maintenance
4. Help with Patron Technological Issues
5. Familiarity with Library Systems and devices
6. Provide AV assistance at library meetings

JOB REQUIREMENTS:

Strong commitment to customer service

Excellent communication skills

Thorough knowledge of Windows

Knowledgeable in Windows applications

Computer Lab and/or Library experience preferred

Experience supporting public computer users preferred

Experience setting up and maintaining PC hardware

Software installation

Ability to work independently.

Strong problem solving skills

Detailed oriented

SALARY: \$20-22/HOUR DOQ

The Library is open evenings and weekends.

This position may be required to work nights and weekends.

TO APPLY: Send resume, cover letter and application form (available at www.hwmi.org)

By June 18, 2021 to:

Anne Hage, Library Director
Huntington Woods Library
26415 Scotia
Huntington Woods, MI 48070
ahage@huntingtonwoodslib.org