



# Part Time Technology Assistant Position Available

*Fluency in Spanish and/or Portuguese preferred*

**Department:** Technology & Career Center

**Pay Rate:** \$17.98 per hour

**Schedule:** Nights until 8pm and Saturdays may be required

**Definition:** The Long Branch Free Public Library is the place where tradition and innovation meet. We are a nationally recognized library seeking a welcoming, customer service-focused, and energetic individual to join a stellar team. Our Technology Department serves as a hub for the career and technology needs of the community. We are seeking an individual with **remarkable customer service** and **a true appreciation for the diversity** of our city.

## Examples of work:

- Assists with the use of library software and equipment, including accessing library resources on personal devices
- Responsible for basic career and business counseling
- Performs basic troubleshooting on computer lab equipment; apprises Technology Manager of issues with patrons or technology in the lab
- Create curriculum and instruct small groups or classes on the use of technology and related content
- Assists Technology Manager with upkeep of library technology and website content
- Explain library policy to members of the public and other libraries as needed
- Attend staff meetings and training as required
- Completes periodic training and annual professional development as directed
- Participate in additional assigned responsibilities as assigned by Technology Manager or Director

## Required knowledge and abilities:

- Knowledge of and ability to troubleshoot basic computer hardware problems, use software including but not limited to new and older versions of Microsoft suite programs, scanner printing programs and the internet
- Knowledge of WordPress a plus
- Ability to converse clearly and courteously with patrons and staff
- Must have strong customer service skills
- Must have strong computer and electronic skills
- Strong organizational ability
- Ability to comprehend, analyze and interpret policies and procedures of the library
- Willingness to take on new challenges and responsibilities
- Open to change and variety in the workplace

## Required Qualifications

- High school diploma or equivalent

This position is a civil service position  
Please send resumes to Kate Angelo at [kangelo@longbranchlib.org](mailto:kangelo@longbranchlib.org)  
phone: 732.222.3900 ext.2300