The Town of Avon Announces the Recruitment for the Following Position:
LIBRARY TECHNICIAN I

Department: Library
Status: Part-time. Approximately 20 hours per week, may include weekends.
Salary Range: $26.3131-$29.0443. Starting pay $26.3131
Date Posted: April 22, 2024   **Closing Date: May 8, 2024**

To Apply for This Position: An Employment Application is available on the Job Opportunities page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov or mailed to: 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date. Successful candidate must pass a written exam and/or interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

Summary: Performs responsible and varied technical services in the setup and maintenance of computers, peripherals, and software. Assists library patrons in using library services, technology, and facilities. May perform office administrative work or customer service work including the circulation of books and related collection items.

Examples of Duties: Performs basic setup, support, maintenance and troubleshooting of stand-alone and networked PC's software, terminals, peripherals, and audio-visual equipment. Updates and configures software applications. May train other staff or patrons on the proper use of computers, technology, or software in both one-on-one, point of use instruction and formal class settings. Responsible for technical work requiring application of principles of computer technology. Extracts statistical information for reports and assists librarians with analyzing and presenting this data. Performs backup or relief tasks in all functional areas of Library as necessary. Performs general office clerical tasks. Operates standard office equipment, such as computer, copy machine, calculator, etc. Orders library materials from vendors as needed. Performs other related duties as directed. Assists patrons in the use of the library's catalogue and reference materials, answers reference questions as able; locates information or guides patrons to source materials. Assists patrons in use of computers and equipment, including database and Internet searching. Assists patrons in use of reference and public access catalogs and other library sources. Refers patrons as necessary to Reference Librarians. Attends professional library conferences to remain abreast of changes in library matters. Performs other duties as required.

Qualifications: Associate's degree in Library Science, Computer Science, or a related field and three years of experience in an educational institution or a public library, or any equivalent combination of experience and training. Working knowledge of computer applications and technical equipment applicable to library operations, including computer hardware, operating systems, and applications Microsoft Office. Valid Driver's License.

Preferred experience: Experience with Wordpress

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