



Craven-Pamlico Regional Library
invites applications for the position of:

Temporary Tech Assistant

Full time/Temporary 1-year Time-Limited Position

SALARY: Beginning at \$15.00 / hour

OPENING DATE: 09/01/2022

CLOSING DATE: Until Filled

****To be considered for this position you must submit a cover letter, resume, and CPRL online application (<https://mycprl.org/work-with-us>) via email to hr@mycprl.org using Temp Tech Assistant in the subject line, via fax (252-638-7817), or in person at the New Bern-Craven County Library Circulation desk.**

Position Overview: To assist the Library IT Coordinator with special projects to expedite project results as well as maintain circulating and non-circulating technology. Troubleshoot electronic device issues and provide user support.

Duties and Responsibilities

- Install and update software on laptops, tablets, hotspots, etc.
- Troubleshoot device issues and repair, clean, replace parts as needed
- Prepare devices for use (unpacking, assembling, casing, labeling, etc.)
- Perform some circulation, cataloging and overdue processing tasks
- Create solutions for project needs as they arise
- Keep accurate inventory of devices
- Learn how to use devices and instruct others in using the devices
- Write or record instructions for device usage for library staff and/or the public
- Utilize Microsoft 365, IOS, Android, Windows, vendor specific platforms, and other productivity software in completion of tasks
- Assist in installing computers and other devices in the library
- Assist patrons with devices or library services
- Travel to and perform work at multiple library locations
- Performs other duties as assigned

Knowledge skills and abilities

- Ability to follow verbal and written instructions and to perform work requiring attention to detail
- Work independently and/or under supervision
- Stay on task to meet deadlines
- Use scissors, box cutters, screwdrivers, engravers and other manual or electronic tools
- Skill in data entry, typing and operating general office equipment
- Reliability; must have the ability to consistently adhere to work schedule

Desirable Experience and Training

Graduation from a two-year college or technical school; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities; ability to work independently within library system policies and procedures with minimal supervision; effective oral and written communication skills. Experience with computer networks preferred. Excellent computer skills required.

Special Requirements:

Depending on work assignment, employee may be required to possess or have the ability to obtain and maintain a valid NC Drivers' License and driving record that meets CPRL standards. A background check will be required.

Work Schedule:

40 Hours weekly, schedule TBD

Temporary positions do not include benefits.

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Questions regarding the position may be emailed to lydia.davis@mycprl.org or hr@mycprl.org.