



Blackstone Public Library

86 Main Street

Blackstone, Massachusetts 01504

Tel. (508) 883-1931

Fax (508) 883-1531

The library is now accepting applications for the position of a Part-Time Technology Assistant

Institution: Blackstone Public Library

Position: Technology Assistant

Part time (no benefits) \$16.50 per hour

This position will provide professional and supervisory library services to Blackstone's library patrons by maintaining and improving upon the efficiency of library productivity and patron technology. The Technology Assistant will take direction from and perform all duties as allocated by the Library Director.

Work Schedule

- Mondays 10 AM - 2 PM
- Tuesdays 3 PM - 7 PM
- Thursdays 4 - 8 PM
- Alternate Fridays and Saturdays 10 AM - 2 PM
- Hours are subject to change.

Principal Responsibilities and Duties

- Assists patrons with use of public access computers
- Circulates books, periodicals, audio-visual materials, and other items
- Registers patrons for library cards and maintains patron records
- Answers reference questions
- Assists patrons with downloadable eBook, eAudio, and eVideo content
- Assists patrons with using online tools such as Mango, Hoopla, etc.
- Assists patrons with tablets, phones, laptops
- Assists patrons with printing, copying, scanning, and faxing
- Teaches one to one computer classes
- Answers walk-in, telephone, and email inquiries
- Assists Library Director with webpage management and social media platforms
- Evaluates, prioritizes, and communicates the needs of the Library's technology services/equipment to the Library Director.
- Maintains/updates software on patron and staff computers
- Prepares statistical information for the Library Director regarding computer usage and technology classes

- Applies for grants
- Performs other duties as assigned

Knowledge, Skill and Abilities

- Strong interpersonal skills
- Ability to make decisions in accordance with library policies and procedures
- Strong attention to detail
- Knowledge of alphabetical, numerical and subject filing systems
- Knowledge of Windows operating system, computer usage, Microsoft Office, Google Drive & Forms for Business, and library software. Knowledge of Apple Software a plus.
- Knowledge of cell phones and apps
- Ability to lift not more than fifty (50) pounds, and/or push a book cart
- Ability to stretch or climb to a height of seven feet and bend to floor level
- Basic operation of library office equipment including copy machines, scanners, printers, facsimile machines, and computer workstations

Qualifications

- Bachelor's Degree preferred. Equivalent education and/or experience will be considered.
- One year of library experience preferred.

Please send your resume and three professional references to
Blackstone Public Library, 86 Main Street, Blackstone, MA or email these items to Lisa Cheever at
lcheever@cwmars.org

Application deadline: February 8, 2025