JOB TITLE	SALARY	ISSUE
ASSISTANT COMPUTER SPECIALIST	$11.59/HR	01-09-2015

Weber County Library - 20-29 hr per week - Part-Time or Full-Time with Benefits

Successful applicant will be skilled in technical and customer support, preferably with both PC and Macintosh platforms in a network environment, have the ability to repair and upgrade workstations; and be experienced with digital manipulation, electronic medic, and desktop publishing Position requires evening, weekend and holiday hours as well as work at a public service desk. ***Troubleshoot*** and resolve computer and AV systems problems and assist the public in a variety of settings.

Mission: All library employees are hired to assist in the provision of relevant information services to all segments of the community so that individuals can make meaningful decisions in their lives and participate as full-fledged members of our democratic society. Employees are responsible to work to provide an environment of "neutral ground" where all may come together to gain information, to affirm a common good, and to pursue both group and individual goals. That is, library employees are not hired to give government sanction to a set of particular ideas or values, but rather to provide open access to materials representing all points-of-view. In order to accomplish this mission, employees are hired with the understanding that their day-to-day job duties, shift assignments (including evenings, weekends & holidays) and work locations may be modified or changed in order to provide the best information services possible in a hospitable and safe environment. All employees are hired to uphold the general principles set forth in the American Library Association's *Code of Ethics, Library Bill of Rights,* and *Freedom to Read Statement;* to make decisions according to a formalist system of ethics; and to implement decisions according to innovative management and proven economic principles. As part of their annual performance plan, employees will develop a "self-learning agenda" which will serve to help them keep abreast of the skills they need to: 1) provide excellent public service; and 2) help further their own careers in a dynamic and ever-changing environment.

General Duties: Under the limited supervision of a Senior, Professional, or Associate staff member, an Assistant Computer Specialist I performs the following types of entry level para-professional duties: Bibliographic maintenance; collection maintenance; equipment operation and maintenance; software applications and maintenance; directional and ready reference services; and other tasks of a para-professional, entry level technical nature as required by individual library divisions. Assignments in this position category are based upon general proficiencies and special skills such as simple programming and script writing, program maintenance and backup, and troubleshooting simple software and hardware problems. Success in this category depends largely upon the ability to learn, adapt, work effectively with others, and assume responsibility. Each employee must annually sign and successfully complete a results oriented performance plan, based upon the specific job duties for the position and upon the individual employee's performance needs.

Performance Results: (Note: Any one position may not include all of the results listed, nor do the listed examples include all of the results which may be found in positions of this class. That is, employees may add results, and specific areas of assignment within the library may require the employee to perform fewer results than in other areas.)

Collection Management Maintains collection development procedures and benchmarks. Contributes to an ongoing, written collection development plan. Participates in appropriate training opportunities for self and others. Participates in the implementation of guidelines for system purchasing plans. Participates in the implementation of guidelines for system weeding plans. Participates in the maintenance of the bibliographic and customer data bases. Maintains procedures for the selection, acquisitions, and cataloging of library materials.

Fiscal Management Maintains procedures to ensure that public funds are received, recorded, deposited, and expended in an acceptable and honest manner. Participates in gathering input for the division budget. Participates in ensuring fiscal accountability. Participates in the implementation of system fund raising activities.

Personnel Management Contributes to the implementation of procedures to ensure appropriate and effective communication at all levels. Participates in training opportunities for new employees. Participates in the implementation of quantifiable performance standards to be used as criteria for evaluating the performance of self and others. Contributes to solutions for dealing with problems associated below standard performance of self and others. Participates in recognizing outstanding work performance in the division. Participates in helping employees focus work time upon activities which support agreed upon system and division goals and priorities. Participates in documenting work performance.   Maintains employee work schedules (paid and volunteer) to ensure adequate staffing and the best use of available resources.

Program Management Maintains integrity of current programs. Contributes to system guidelines for tours, outreach activities, and library sponsored events. Participates in monitoring the use of meeting rooms and exhibit areas. Maintains procedures for exhibits, public performances, and other library sponsored events.

Property Management   Supports system property management plan.

Public Service Management   Maintains procedures for the continual improvement of customer service. Participates in quality reader's advisory services. Participates in quality reference and referral services. Participates in quality customer accounts management services. Participates in quality staff training program. Participates in a public relations plan to promote library programs and services.

Technology Management Maintains short term plans which identify and solve problems, help the library keep pace with the changing information environment, and increase the quality of library services. Participates in a maintenance program for library technology resources. Contributes to public and staff utilization of computer and other technological resources. Maintains statistics which document utilization of technology related services.

General Qualifications: An Assistant classification assumes a need for a minimum of two years post high school education or training from an accredited institution of technical or higher education. Assignments in this class are such that library knowledge is less important than general knowledge or technical training such as computer programming and script writing, knowledge of basic computer software packages used for library applications, and the ability to troubleshoot and repair simple software and hardware problems.   Individuals with an Associate Degree or the equivalent are eligible for employment in this category. Job assignments will vary within each division according to need, but each employee will be expected to serve as support staff to Associate, Professional and Senior staff, following established rules and procedures, and including, (at the top level), supervision of Technical staff. Assistant Computer Specialists may be hired for their high level support skills, but they are also hired for their special para-professional and technical skills, such as the ability to load software or install CD-ROM products, the ability to trouble shoot various software applications problems, and their ability to troubleshoot and repair minor problems with computers, printers, and other electronic equipment. Must be able to operate, and troubleshoot all basic equipment in the library division (computers and printers, satellite distribution systems, microfilm machines, etc.).   Must have the ability to follow Board policy and Library Administrative plans and procedures, take initiative, work extremely well with others, and accept responsibility for his/her own actions.

Special Qualifications: Must be able to work rotating shifts (seven days a week), flexible hours (morning, afternoon, and evening), and holiday hours when the library is open. All Assistant Library Staff will work a minimum of two evenings per week and will alternate weekend shifts with the other employees in their divisions. They will also work holiday hours in equal proportion to those of other employees in their division. Assistant Computer Management staff are not exempt from the Fair Labor Standards Act. Under the guidelines of the law, they may be required to work "on call" to cover for those employees who may be on vacation, sick leave, etc.

Tools and Equipment Used: Including but not limited to: computers (networked and stand-alone) complete with various applications software; library collection (circulating, reference, CD-ROM, on-line, etc.); telephone, FAX machine, microfilm and microfiche machines, reading machines for the blind; copy machines, video tape machines and satellite video distribution networks; various projectors and public presentation media.

Physical Demands: While performing this job the employee is regularly required to lift up to twenty-five pounds, and occasionally up to seventy-five pounds. Must remove library materials from shelves at a maximum height of six feet; use hands to finger, handle, feel, or operate computer keyboards, tools, or controls; and reach with hands and arms. Must be able to move about the area, talk clearly with customers, and hear customer responses. Must have excellent close vision and good distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

Work Environment: While performing the duties of this job, the employee regularly works in a library public service environment, business office environment, or shop environment. May also work on library grounds, in library equipment rooms, and may occasionally be required to work in library crawl spaces, on roofs, or in similar maintenance environments.

Affirmative Action/Equal Employment Opportunity/Americans with Disabilities: It is the goal of the library to employ a diverse group of individuals who represent the richness of ideas and philosophies prevalent in a modern society. Every reasonable effort will be made to accommodate individuals with disabilities and to promote and foster pluralism in the work environment, while maintaining the cohesion needed to act as a single community of public employees dedicated to the mission of the library system.