

**Technology Specialist**  
Worch Memorial Public Library

**Job Summary:**

The technology specialist is responsible for installation, preventative maintenance, and minor repair of computers and peripherals, along with miscellaneous office equipment. The position also performs library desk duties, as well as addressing computer and technology related issues for staff and patrons.

**Principal duties:**

Maintain the day to day operations of the workstations, hardware, software, operating systems and peripheral equipment at the library.  
Provide technical support for staff and patrons.  
Determine patron needs and develop classes and programs to meet these needs.  
Plan and arrange library computer and electronic resource training sessions.  
Maintain and improve the library website.  
Develop, research and implement strategies for system security.  
Participate in professional groups and associations regarding libraries and associated technologies.  
Provide recommendations regarding system and technology improvements.  
Perform library clerk duties.  
Perform related work as required.

**Desired skills:**

Background and interest in working with computers, both hardware and software.  
Background in computer networks and concepts.  
Desire to explore and research solutions to computer problems and issues and they arise.  
Background in library rules, procedures and practices.  
Ability to multitask and organize workload.  
Ability to climb, stoop, kneel, crouch and crawl and lift and handle a minimum of 50 lbs.  
Ability to interact with patrons and staff openly, courteously and skillfully.  
Ability to train/assist others in use of equipment, software and related equipment.  
Ability to work independently and as a team.

**Qualifications:**

High school diploma required.  
College/technical training in computer science is desired.  
Minimum of two years experience in computer or technology related services.  
Previous library experience desired.

**Hours:**

24 hours per week. Must be able to work nights and weekends.

**Salary:**

Based on work experience and qualifications.

**Contact:** Worch Memorial Public Library at 937-526-3416 or email [marlowme@oplin.org](mailto:marlowme@oplin.org)