

## Library Office / Technology Assistant

### General Description of Duties:

This position offers an excellent opportunity to collaborate on a wide range of informational, organizational, and technological functions to help a small library offer customers, board members, and staff the best information, resources and services possible.

### Duties include but not limited to:

- Troubleshooting user (library staff and library patrons) problems with hardware, software, and peripheral equipment. Must be able to determine nature of problem and be able to discuss problem, if necessary, with the Information Technology specialist at OSL or to an outside vendor.
- Updating & installing programs, installing equipment, compiling inventory data.
- Assisting with updating and maintaining library web page, Facebook account, calendar and other online communication venues.
- Office duties including managing accounts payable, preparing bills, running financial reports, contacting vendors and organizing files including historical data.
- Compiling statistics for various reports, maintaining inventory and ordering supplies.
- Other duties as requested by the library director.

Requirements: Above average computer skills essential. Excellent organizational, keyboarding and written and oral communication skills. Ability to interact with the public in a professional manner. Demonstrated ability to manage technical and other projects and tasks effectively with minimal supervision, coupled with enjoyment of a small team environment.

Associates Degree or at least two years of library or office experience preferred.

Ability to work some evenings and Saturdays as needed.

Salary: \$23,135 - 30 hours per week includes benefits

Submit resume, letter of interest and three references to:

Library Director

Tiverton Library Services

238 Highland Road

Tiverton, Rhode Island 02878

Electronically to [director@tivertonlibrary.org](mailto:director@tivertonlibrary.org)