

Prince Rupert Library Position

March 26, 2018

Position: Library Assistant – Technical
Permanent Full time, 35 hrs/week

Date of Notice: March 26, 2018

Job summary:

Under the direction of the Deputy Librarian this position provides general technical support, ILS administration, computer system administration, website maintenance and works on computer related projects. This position also has scheduled shifts on the circulation desk.

Duties and Responsibilities:

1. Maintain the library's computer networks (email, file server, etc.) and the library website. Support the technical needs of the library under direction of the Deputy Librarian/ Chief Librarian.
2. Responsible for integration of library's print materials into digital media.
3. Responsible for providing computer support to staff and to provide staff training as needed.
4. Assist Deputy Librarian with Sitka ILS and ILS troubleshooting.
5. Assist patrons on Useful internet access stations with circulation/surfing issues and when necessary, communicate with the Support Team via phone and email.
6. Assist patrons with wireless access, ebook/audio-books and online databases.

REQUIREMENTS

- two years post-secondary education or two years library experience or combination of the two
- good interpersonal and communication skills
- ability to work with individuals who have minimal technical abilities
- detail oriented

Software Skills

- comfortable with both Windows and various Linux Distributions for workstations
- experience or ability to learn how to work with server side programs – Apache, email servers, Samba, etc.
- experience with content management systems, preferably Drupal
- experience in web design and related technologies such as HTML.
- experience or ability to learn Unix skills and Evergreen ILS software which includes

local system administrator responsibilities.

-experience with Shell scripting an asset

Hardware Skills

-identify specific problems of malfunctioning machines and suggest plan of action

-prioritize specific solutions

-troubleshoot staff machines

This library is located on the beautiful northwest coast of BC. We're living in the Great Bear Rainforest making life better for all of our residents through access to information and good service.

Submit application and cover letter to:

Joe Zelwietro, Chief Librarian

chieflib@citytel.net

Fax: 250-627-7743

Closing Date: 5 pm, April 26, 2018 or until a suitable applicant is found