



## Washington Parish Library

Job Title: Technology Library Associate    Part Time Position: 27 hrs/wk  
Supervisor: Head of Technology    Starting Pay: \$11.00/hr  
Location: HQ/Franklinton Branch    FLSA Status: Nonexempt

### **Requirements for All Employees:**

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently
7. Ability to operate computers and office equipment

**Description:** Responsible for assisting the Head of Technology in keeping all library technology functioning smoothly.

### **Requirements for This Position:**

- Ability to work with an emphasis on accuracy and thoroughness
- Ability to operate Polaris for basic functions after training
- Ability to stand, stoop, and sit for moderate periods of time
- Ability and willingness to learn new skills

**Education/Experience Required:** High school diploma or equivalent

### **Key Functions of This Position:**

- Assists with the management and maintenance of the website, servers, security cameras, routers, phone system, network, ebooks, databases, and computers and other tech equipment.
- Troubleshoots technical problems at all branches of the Washington Parish Library.
- Troubleshoots electronic equipment available for checkout at the Library.
- Maintains an inventory of all electronic equipment in the Library system.
- Oversees the procedure for non-returned electronic equipment.
- Assists with ordering electronic equipment or services as needed.

- Assists with updating Library technology.
- Assists patrons with technological issues through regular offerings of Tech Time.
- Assists with teaching technology workshops at Library branches periodically.
- Provides input on and adheres to Library policies, including the CIPA policy.
- Assists in the writing of grants to improve Library technology.
- Maintains technology skills and knowledge through regular professional development opportunities.
- Assists with Interlibrary loan regularly.
- Performs the basic job duties related to the traditional roles of library circulation, research, and readers services as needed.
- May supervise particular activities or perform specific tasks as assigned by the Head of Technology, the Assistant Director, or the Director.

**Physical Demands:**

- Must have the ability to lift at least 35 pounds, push, bend, and reach as needed
- Must have the physical stamina to stand for prolonged periods of time

**Franklinton Branch**  
 825 Free Street  
 Franklinton, La 70438  
 985-839-7805

**Bogalusa Branch**  
 304 Avenue F  
 Bogalusa, La 70427  
 985-735-1961

**Enon Branch**  
 14073 Hwy. 16  
 Franklinton, La 70438  
 985-839-9385

**Thomas Branch**  
 30369 Hwy. 424  
 Franklinton, La 70438  
 985-848-7061