

Library Associate II - Computer Instructor-Anna Meyer

Minimum beginning salary: \$12.7920 HOURLY/ \$26,607.38 annually

ANSWERS TO: Branch Manager

NATURE OF WORK:

Develop, plan and administer public computer classes for the branch

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Increase computer literacy skills of community members by planning and conducting group and individual instructional sessions on topics such as searching the Internet, E-mail, typing, software applications (e.g. word processing, spreadsheets, etc.), computer privacy and security and other related topics as directed.

Record and maintain accurate statistics.

Create and distribute marketing materials advertising computer classes and related programs.

Perform basic computer troubleshooting.

Serve as liaison with community groups to promote classes, library programs and services.

Assist and train patrons to use the library facilities, including reference and Internet.

Assist all patrons with circulation and reference questions as needed.

Other duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Documentable coursework or previous work experience in computer technology/instruction.

Demonstrated ability to provide group and individual instruction.

Knowledge of standard library practices and procedures.

Skill in the use of computers, peripherals and other office equipment.

Ability to deal effectively with co-workers and public.

Ability to work independently and use sound judgement.

Must possess good communication skills, both oral and written.

PHYSICAL REQUIREMENTS

Work is performed in office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally. Common abilities such as mobility and dexterity.

DESIRED QUALIFICATIONS:

BS + 1 year lib or related exp +9 hrs. LS

OR

2 years college/(60 hrs) +min of 5 yrs. Lib or related exp + 9 hrs LS

OR

High school diploma + 7-10 yrs. Lib or related exp + 9 hrs LS

NOTE: Successful completion of 3 Core Competencies of the LSSC Program may be substituted for 9 hrs LS)

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer. A criminal background check and a drug screening are part of the pre-hire process.