



# Job Opening

*Rockford Public Library is a customer-driven organization whose employees are committed to providing superior customer service to all library users.*

## JOB TITLE: Information Technology Assistant

- Full-Time                       Part-Time (20 hours/week)     every Saturday  
 Day Shift                         Evening Shift (Monday-Thursday 5:00-8:00 pm)

**STARTING HOURLY RATE:    \$18.10**

**GENERAL STATEMENT OF DUTIES:** Under direction of the Information Technology (IT) Services Manager, performs work of moderate difficulty in assisting in the maintenance of the Library's computer equipment, hardware, and software; performs a variety of technical tasks in the diagnosis, repair, maintenance, and installation of personal computers. Ability to lift and move 50 pounds (computers and other equipment), to climb ladders, and to work in ceilings and crawl spaces is required.

**QUALIFICATIONS:** A terrific customer service attitude and the ability to initiate and complete time-sensitive projects are essential. An Associate's degree or higher in computer science, computer information systems (or a related field) and a minimum of one (1) year of experience in Microsoft computer networks, data communications, and computer support (or equivalent experience) are required to be considered for an interview. This position requires comprehensive knowledge of personal computer hardware installation, repair, testing, and troubleshooting as well as software installation. A+ certification or higher is especially desirable. The library requires travel between sites using a personal vehicle; a valid IL driver's license and proof of insurance are required.

**ROCKFORD PUBLIC LIBRARY HIRING PROCEDURES:** Each opening within the Rockford Public Library is posted for a specified period of days. Anyone may apply for the position during that posting period unless designated "Internal Posting Only." At the end of that time, all applications will be reviewed and qualified candidates will be identified. When there are applications from a department of the Rockford Public Library, these applications will be considered first. Applicants may apply at the Rockford Public Library Administration Office, 3<sup>rd</sup> Floor, 215 N. Wyman Street, Rockford, IL 61101 by the expiration date.

All employees hired after November 6, 1986 are subject to employment verification using the U.S. Immigration and Naturalization Service I-9 Form.

**Statement of Policy on Equal Opportunity:** The Rockford Public Library is committed to hiring and employing without regard to race, color, religion, natural origin, sex, ancestry, age or non-job related disability. Individuals needing disability-related accommodations for interviews should request them in advance.

**Requesting Department:** Information Technology Services                      **Classification:** Exempt

- Budgeted Replacement             Budgeted Addition             Unbudgeted Addition

**Approved by:**

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Personnel Officer