

**Date Listed:** March 5, 2018

**Title:** IT Assistant

**Library:** Albemarle Regional Library

**City:** Winton, NC

**Hourly:** \$10.00. Part time: 24 hrs weekly.

**Note:** The Albemarle Regional Library system is comprised of 7 libraries located in Northeast NC in the counties of Bertie, Gates, Hertford and Northampton. Library website: [www.arlnc.org](http://www.arlnc.org)

**Qualifications:** Must be knowledgeable and proficient in setting up computer equipment, installing and using computer software. Ability to understand and follow written and oral instructions and policies. Ability to communicate well orally and in writing. Ability to prioritize and work independently, as well as, with others. Ability to lift and move up to 30-50 pounds of equipment. Ability to bend, crawl and climb periodically. Applicants with Associates degree preferred. Must have a valid North Carolina driver's license with excellent driving record

**Duties:** Responsible for assisting with the day-to-day maintenance of computers, software installation and updates, and other equipment as needed. Assists with training public in computer and software skills. Assists staff with troubleshooting library system as needed. Assists with other duties as assigned by the System Administrator. Works under general supervision of the System Administrator.

Closes: Applications must be postmarked by April 1st, 2018. Applications may be picked or returned to any ARL branch.

**To apply:** All qualified applicants must submit resume complete with names and current contact information for three professional references in addition to the Albemarle Regional Library Application to address listed below. Successful candidates must provide college transcripts before being hired.