

Tech Support and Circulation Associate (Part-Time)

Join the Westport Library as it transforms itself to meet the evolving needs of our community, transcending the traditional role of libraries, and delivering convenient, continuous, innovative, customer-focused service. If you are looking for an opportunity to be a member of a forward thinking, customer- focused, progressive organization where you can help take library services to the next level and make a difference in the lives of people every day – then this is the place for you.

The selected candidate will have a passion for service and for supporting patrons with patience and courtesy in a fast-paced evolving environment. He/she must enjoy interacting with people of all ages; be adept at understanding patrons' needs and connecting them with the right resources and/or person to assist them; a strong team orientation and proven technology skills including a broad knowledge of computer applications with strong MS Office skills; knowledge of Apple products; ability to provide technical support in the use of hardware and software.

Responsibilities:

Look for opportunities to make our patrons feel welcome whether it is in person, digitally or by phone;

Assist patrons with the use of library resources including self-check, borrowing materials; registering new and renewing accounts; using online catalog and at our copy center;

Support and provide training to patrons and staff on the use of electronic resources and library technologies including iPads, cell phones and laptops, browsers, MS Office products, email and downloading digital content;

Stay abreast of and communicate information about programs and events to patrons;

Demonstrate the attributes we value which are Collaboration, Flexibility, Engagement, Proactivity
Collaboration and Accountability

If this position is in line with your skills and interests and you are available to work up to 19 hours per week on a flexible schedule including some nights and weekends, then please apply on-line at jobs@westportlibrary.org. Please include the title of the position in the subject line. The rate is \$13.50 per hour. Recruitment for this position will close on September 12, 2017