

George F. Johnson Memorial Library  
Village of Endicott  
Vacancy

Library Assistant – Public Computing Center  
(part-time Temporary)  
Available Fall 2010  
\$15.12/hour

\*Work schedule: Varied shifts between 9 AM and 9 PM including some Saturday hours.

\*Candidates must be eligible according to Civil Service rules and regulations (Bachelor's degree)

\*Only qualified applicants are to apply. Please refer to the attached job description.

\*Interested candidates must provide an application/resume to:

Ed Dunscombe, Director  
George F. Johnson Memorial Library  
1001 Park St  
Endicott, NY 13760  
Tel 607-757-2415  
Fax 607-757-2491  
En.ed@4cls.org

By: September 30, 2010

## Library Assistant – Public Computing Center

### Job responsibilities:

Create and implement training programs for targeted populations. Areas of instruction will include, but not be limited to: basic computer use; basic applications software; effective use of the Internet to perform critical online functions such as e-mail, online job applications, e-government services; use of online and print training and employment resources.

Provide individual attention and assistance as required to meet the needs and abilities of patrons

Plan instruction for both individuals and groups

Maintain detailed program records

Communicate with PCC Director and other staff as necessary

Prepare materials for the grant website as appropriate

Help coordinate the scheduling of the PCC

Coordinate with technical support staff

Provide assistance to the library staff and other PCC instructors

Qualifications & characteristics: Graduation from an accredited college or university with a Bachelor's Degree; education and library experience a plus; ability to communicate clearly and effectively both orally and in writing; knowledge of the theory, principles, and techniques of teaching; ability to apply teaching approaches to meet specific teaching situations; ability to plan and implement course outlines and lesson plans; experience in the use of technology and information resources; tact, courtesy and integrity; initiative and resourcefulness.