Computer Desk Assistant

Part-time support staff position. 13.5 hours per week. Salary: $17/hour.

Regular schedule: 9:00 am - 3:00 pm on Mondays and 9:00 am - 5:00 pm on Tuesdays, with occasional weekend work. This may include Saturdays, Sundays, or both, depending on operational needs.

Frankfort Public Library District is seeking a dependable and responsible Computer Desk Assistant to serve our library and community by providing computer support and assistance to patrons with various needs and skill levels.

Responsibilities

- Assist patrons with the use of library equipment, software applications, Internet resources, eReaders, tablets, or other technology.
- Troubleshoot minor computer and equipment problems. Identify and report technical issues.
- Facilitate study room use by patrons.
- Replace paper and toner in printers and copiers as needed.
- Sanitize computer equipment as needed.
- Keep work areas neat and orderly.
- Understand and enforce the Library's policies and procedures.
- Perform other duties as assigned.

Qualifications

- High School Diploma or equivalent required.
- Thorough knowledge of Microsoft Word, Microsoft Office Suite, and web browsers.
- Basic knowledge of a variety of portable electronic devices, such as eReaders, tablets, and smartphones required.
- Basic knowledge of Mac OS and software preferred.
- Ability to troubleshoot basic computer hardware and equipment problems.

Application Deadline: Aug 3, 2025

Please email a cover letter, resume, and completed FPLD job application to:

Julia Wojcik, IT Manager jwojcik@frankfortlibrary.org