



Galway Public Library is looking for a
Library Technology Clerk
to join our team!

Job Description: This position involves assisting patrons and staff in a Windows and web-based computer environment, in addition to performing routine library clerical duties including working the circulation desk, customer service, shelving, and a variety of other tasks as directed. The position is for 10 hours/week, Wednesdays 2pm-8pm and Saturdays 10am-2pm, at \$10.00/hr.

Job Requirements: Applicant must be able to effectively use and assist with Internet and electronic resources for library tasks. Applicant must have the ability to trouble-shoot technology, and a knowledge of WordPress is a plus to help maintain the library website. Applicant will hold help sessions for patrons and teach tech classes. Applicant must also have strong interpersonal skills, the ability to understand and follow oral and written instructions, good organizational skills, and a positive, professional work attitude. Possession of a high school or equivalency diploma is required.

Please contact Deb Flint at 882-6385 or gal-director@sals.edu for more information or come to the library to fill out an application.