



THIS IS A COMPETITIVE CLASS POSITION. THE INDIVIDUAL SELECTED TO FILL THIS VACANCY WILL BE GIVEN A PROVISIONAL APPOINTMENT AND WILL BE REQUIRED TO PARTICIPATE IN THE NEXT CIVIL SERVICE EXAMINATION FOR THIS TITLE.

## CURRENT VACANCY

POSTING DATES: February 5, 2019

THROUGH: February 20, 2019

<b>JOB TITLE:</b>	<b>Computer Aide / Library / Part-Time</b>
<b>SALARY RANGE:</b>	<b>\$11.10 Hourly</b>
<b>DEPARTMENT/BUREAU:</b>	<b>Rochester Public Library / Community / Lyell</b>

### TYPICAL WORK ACTIVITIES:

Assists patrons in use of computers, laptops, and mobile devices;  
Assists patrons in use of web-based services including but not limited to: e-mail, job search and application, benefit information, use of social media;  
Assists patrons in use of library technology, including use of equipment for scanning, printing, copying, and faxing services;  
Performs computer software upgrades, under direction of Computer Communication Technician;  
Performs basic hardware troubleshooting for library computers;  
Detects performance problems or damage and arranges for maintenance and repair of library computer and technology equipment.

### MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent; **PLUS**

- A. Experience or coursework in all of the following:
- basic computer operations and skills
  - primary Operating Systems (iOS, Android, Windows)
  - primary web-based interfacing

**AND**

- B. One (1) year of full-time work experience, or its part-time equivalent, assisting patrons in settings such as (but not limited to):
- computer or telecom retail
  - internet café
  - computer/media room

**NOTE:** The experience mentioned in A. and B. may have been acquired either concurrently or separately.

**DEADLINE FOR APPLICATION IS AT 5:00 PM ON Wednesday, February 20, 2019.** APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: [www.cityofrochester.gov](http://www.cityofrochester.gov), or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

Application must be received or post marked by the final filing date; otherwise this application will be rejected.

A handwritten signature in cursive script, reading "Carolyn Grinstead".

Carolyn Grinstead, Human Resource Consultant I

EEO/Americans with Disabilities Act Employer