Location: New Castle County Libraries

Job Title: Computer Assistant (Community Services Worker III)

Responsibilities: Performs supervisory or skilled work performing various assignments and duties within the Department of Community Services; does related work as required. An employee in this class usually performs at a high level of skill providing assistance to the Department of Community Services such as a Senior Recreation Leader, Hospitality Assistant, Youth Services Assistant, Computer Assistant, Page Supervisor, Library Greeter or Library Program Assistant assisting skilled personnel in the performance of their duties. Work is performed under general supervision.

Computer Assistant:
- May perform CSW I and II responsibilities, in addition to those listed below;
- Assists patrons with basic technology equipment and software questions;
- Assists Library Manager and professional staff to develop and plan new technology programs, activities, and training opportunities;
- Leads training, programs and activities as needed;
- Maintains and replenishes technology equipment and supplies;
- Sets up rooms for activities and programs, including moving equipment and furniture;
- Assists patrons to locate materials generally (refer reference questions to appropriate staff);
- Prepares materials for circulation in accordance with defined procedures;
- Moves, packs, and unpacks boxes daily;
- Requires extensive standing and walking for majority of shift;
- Requires regular bending, crouching, twisting, and pushing for the majority of shift.

Requirements: Good knowledge of the rules and regulations of the area where the employee is assigned; ability to supervise others; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain records and prepare written reports; dependability; ability to efficiently use a personal computer and various operating software programs such as word processing, spreadsheets.

Experience in work related to the duties to be performed (experience must have been at the supervisory level if the duties of the position require supervision) and possession of a high school diploma or GED; or an equivalent combination of experience, education or training which provides the required knowledge, skills, and abilities. Preference may be given to applicants who are bilingual in Spanish and English.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver’s license or its equivalent if it is required for the duties of the position. Must pass a Class Ill County physical examination if required for the duties of the position. Must pass a drug screening and criminal background check.

Salary Range: $16.54 - $20.10 Hourly

Application Process: Candidates may submit online employment applications using the NEOGOV online application system available at https://www.governmentjobs.com/careers/nccde. New Castle County is an Equal Opportunity Employer.

Closing Date: 4-12-2024 11:59 pm Eastern