

Naples Library – Vacancy – Part Time

Starting salary \$17/hr.

14 hour a week maximum, with potential for promotion and pay raises and a few additional hours in the future.

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

LIBRARY TECHNOLOGY CLERK

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, or higher, AND one (1) year full-time paid, or its part-time equivalent, experience in library services OR providing clerical office support or basic technology support services.

SUBSTITUTION – EXPERIENCE: Possession of an Associate's degree*, or higher, may be substituted for the required experience.

***SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing routine library clerical duties while providing basic technology assistance and digital literacy support to library patrons and staff. Incumbents perform circulation and clerical functions necessary for the organization and distribution of library materials while assisting patrons in the use of computers, mobile devices, electronic resources, email, and common software applications. The position also assists in developing and presenting introductory technology programs designed to improve patrons' digital literacy skills. Work is performed under the direct supervision of the Library Manager or other higher-level library staff. Supervision over the work of others is not a responsibility of this position, although guidance may be provided to Library Pages or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Arranges and files library materials according to library filing rules;
Performs routine circulation, reserve, and overdue functions;
Performs routine searches of and updates to library computer systems;
Issues borrowers' cards according to library procedures;
Oversees the sorting and shelving of library materials;
Makes and checks routine arithmetic computations and maintains basic records;
Operates office equipment including computers, printers, scanners, photocopiers, and other standard office equipment;
Answers the telephone, responds to routine inquiries, and directs calls as appropriate;
Assists patrons in locating library materials and accessing library services and resources;
Types labels, lists, forms, signs, flyers, and other routine library materials;
Assists patrons with the use of computers, printers, mobile devices, email, internet browsers, and common software applications;
Provides basic troubleshooting and guidance for common technology issues and refers more complex technical problems to appropriate staff or outside resources;
Assists patrons in accessing electronic library resources, online accounts, digital collections, and library applications;

Develops, prepares, and presents introductory technology programs and workshops on topics such as email, internet navigation, Microsoft Office, Google applications, online safety, resume preparation, and other digital literacy topics;
Prepares instructional materials and handouts for technology programs;
Assists library staff with routine technology-related questions involving library software and equipment;

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LIBRARY TECHNOLOGY CLERK

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Maintains technology workstations and public equipment in an orderly condition and reports equipment issues requiring repair;
May assist with promoting library programs and services through displays, flyers, and other informational materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment as applied to library clerical work;
Good knowledge of library filing and shelving rules;
Good knowledge of personal computers, mobile devices, common office software, internet browsers, and email applications;
Working knowledge of digital literacy concepts and common consumer technology;
Working knowledge of electronic library resources and online library services;
Ability to explain technology concepts clearly and patiently to individuals with varying levels of technical experience;
Ability to develop and present basic instructional programs and demonstrations;
Ability to troubleshoot routine technology issues and determine when referral is appropriate;
Ability to operate a personal computer and utilize common office and library software applications;
Ability to understand and follow oral and written instructions;
Ability to establish and maintain effective working relationships with patrons, coworkers, and volunteers;
Ability to communicate effectively, in English, both orally and in writing;
Ability to maintain accurate records;
Ability to exercise tact, courtesy, patience, and sound judgment when assisting the public;
Ability to promote an inclusive and welcoming environment for patrons of all ages and skill levels;
Dependability; Initiative; Adaptability;
Physical condition commensurate with the demands of the position.

APPROVED: AUGUST 20, 2026
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
JURISDICTIONS: LIBRARIES
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES