



# Anna Porter Public Library

## **IT Representative: Full-Time Position Available**

### **Position Requirements**

- Education Required:
  - 2-4 year Degree in or related to Applied Technology Sciences
- Preferred Skills: Competence in several technology-related maintenance procedures, positive public service background

### **Physical Requirements**

- Sight, hearing, speech, limited weight lifting, locomotive skills, bending, stooping, pushing carts, shelving materials.

### **Essential Duties**

#### **Serving the Public**

- Operate Circulation Desk with material circulations, patron inquiries, and offer general public service assistance.
- Offer technology assistance and potential tutoring sessions.
- Shelf and weed library materials as directed.

#### **Position Duties**

- Routine maintenance of all technology resources.
- IT assistance with patrons.
- Development of technology materials.

### **Position Summary**

To maintain technology equipment and resources of Anna Porter Public Library's facility, and provide information accessibility, according to established procedures, for people of all ages and education and economic backgrounds in Gatlinburg and surrounding communities by providing a variety of information delivery formats for recreational, intellectual, cultural, educational, and occupational purposes.

### **Hours Required**

#### **Full-Time Position**

- 40 Hours per Week

#### **Work Week:**

- Tuesday: 12-8 p.m.
- Wednesday: 12-8 p.m.
- Thursday: 12-8 p.m.
- Friday: 9 a.m.-5 p.m.
- Saturday: 9 a.m.-5 p.m.

### **Please Apply by December 20, 2022**

To apply, submit a resume and cover letter to Director, Kelsey Jones:  
[kj@annaporterpl.org](mailto:kj@annaporterpl.org)

Questions? Call us:  
865-436-5588 ext. 105 for Kelsey.