

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9639

MICROCOMPUTER ASSISTANT

NATURE OF WORK

This work involves assisting in the operation of the Technology office of the Omaha Public Library.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists in the installation of computer equipment.

Organizes computer equipment for optimum use.

Installs CD-ROM programs and completes registration forms for the software.

Enters data into databases and copies computer disks.

Copies and distributes training materials.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the features and uses of computer hardware and software.

Skill in the installation of computer hardware and software.

Ability to understand written and oral instructions.

Ability to walk, stand, sit, bend, or stoop from 50 to 75% of the work day.

Ability to use up to fifty (50) pounds of force occasionally and lesser amounts more frequently to move objects.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer and Peripheral Equipment

Printer

Copier

Telephone