



Part-Time Technology Services Librarian - Job Description

Overview

The Technology Services Librarian is responsible for assisting in the development and coordination of digital library resources including digital content such as ebooks, eaudiobooks, emagazines, emusic and information databases. Ensures interactive user engagement with library digital content and investigates and promotes new methods and tools for presenting content to patrons. Collaborates with the Technology Department and Patron Services Department to provide quality digital services for all. The Technology Services Librarian reports directly to the Assistant Director for Patron Services.

Status: Part-Time Hourly

Schedule: 20 hours a week including some evenings and one weekend a month

Pay Rate: \$24.00

Benefits: NYS Sick Leave

Responsibilities

Technology Services

- Collaborates with Management to facilitate access and maintenance of the Library's licensed digital resources, including tasks related to contracts, implementation, staff support, troubleshooting, and maintenance of resources.
- Performs collection development, including acquisition, evaluation, selection, and weeding of all digital collections for Children, Teens, and Adults, including ebooks, eaudiobooks, emagazines, emusic, and non-traditional items.
- Identifies, develops and delivers patron instruction in the use of digital collections for all ages
- Collaborates with the Communications Department to promote the use of digital tools and resources to serve our community.
- Collaborates with the Technology Department to develop information service strategies and initiatives that maintain a high level of patron satisfaction for on-site and digital technology resources.
- Works with the Library Network & IT Systems Administrator to manage unique circulating items, including mobile hotspots and laptops.
- Coordinates with the Patrons Services Department and Library Network & IT Systems Administrator to develop guides and facilitate training in the use of Library hardware, software, AV equipment, and internet tools for patrons
- Assists the Patron Services Department and the Library Network & IT Systems Administrator to assess current and emerging technology services/systems and to develop and employ effective technological responses to those needs.

- Develops and facilitates programs about makerspace and technology initiatives/services, STEM, Arts, including but not limited to One-on-one Tech Help, 3D printing, video conversion, AV equipment, and usage of the Cricut and sewing machine.
- Collects, maintains and reports digital resources and services statistical data to Library Administration.
- Keeps informed of professional and technological developments through participation in professional organization, workshops, continuing education courses and reading professional materials.

General Library Duties

- Serves at the Reference Desk and provides information, readers advisory, and reference services to patrons through a variety of ways including in-person, by phone, and online
- Assists patrons with computer use and troubleshoots basic computer and technology issues problems
- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities
- Supervises opening and closing duties
- Follows and enforces Library policies and procedures
- Attends meetings, in-house training, and external workshops relevant to job functions
- Performs all other duties as assigned

Required Qualifications

- Masters in Library Science or equivalent degree from an accredited institution
- Must possess or be eligible for a New York State Public Librarian's Certificate
- One (1) - two (2) years of satisfactory professional library experience, including digital collections development
- Ability to maintain effective working relationships with co-workers and work as part of a team
- Demonstrated strong public service skills; respect, courtesy, and patience in dealing with staff and public
- Excellent written and verbal communication skills
- Excellent organizational and time-management skills
- Ability to maintain confidentiality and use appropriate judgment in handling information and records
- Knowledge of library information technology, systems, products and delivery technologies
- Ability to adapt to a rapidly changing library technology environment

Preferred Qualifications

- Knowledge of Polaris Leap
- Proficient in Google Drive, Microsoft, and other platforms
- Ability to use a copy machine, telephone, printers, scanners and various audio-visual equipment
- Knowledge of NYS Library Reporting Standards

Physical Activity Requirements

- Ability to lift and carry items weighing up to 50 pounds

- Ability to push and pull objects weighing up to 200lb on wheels
- Ability to sit for an extended period of time
- Ability to stand for an extended period of time
- Ability to reach, place, and retrieve library materials from 2 inches from the floor to 7 feet from the floor

To Apply

Please email a cover letter, resume, and three references to HR@cldandj.org.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.

The Community Library of DeWitt & Jamesville is an Equal Opportunity Employer. The Library does not unlawfully discriminate on the basis of a person's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status.