Job Title: Technology Training Librarian   **Department:** Information Technology

Reports to: IT Manager   **Salary Grade:** 8

JOB DESCRIPTION

Summary/Objective
Provides technology training to the staff and the public, coordinates one-on-one technology training, connects with the community to provide outreach programming, and provides technical support for hardware, software, and online databases.

Essential Duties and Responsibilities
1. Provides staff training for internal applications and patron training for general technology.
2. Prepares and presents library related programs, training workshops, or seminars for the public or library staff.
3. Provides technical training as part of the library's outreach effort.
4. Assists staff with and/or patrons with equipment on an as needed basis.
5. Provides technical support for library databases.
6. Provides software support for Microsoft Office Suite, Google Apps, Adobe Creative Suite, Library Information System and others.
7. Assists with technology setup for library events as needed.
8. Responsible for scheduling one-on-one technology training.
9. Works scheduled shifts at public service desks including the Computer Center, Information, and Circulation desk.
10. Provides hardware support for desktop computers, printers, barcode scanners, tablets, and other devices.
11. Identify and pursues technology grant opportunities.
12. Performs collection development duties.
13. Closes and opens the library as needed.
14. Participates on library committees.
15. Use library Trouble ticket system to track and resolve issue at the library.
16. Performs other duties as assigned.

Knowledge, Skills and Abilities
1. Ability to:
    a. Utilize good organization, communication and customer service skills.
    b. Communicate clearly and effectively.
    c. Write clearly and effectively.
    d. Work cooperatively with public and library staff.
    e. Adapt to changing and evolving Library procedures, priorities and information technologies.
    f. Work independently and be self-directed.
2. Must demonstrate a professional attitude and ability.
3. Maintains current knowledge of standard information technology practices.
4. Strong computer skills.
5. Experience in technology related training.

Supervisory Responsibility
Serves as library closer and weekend supervisor.

Work Environment

This job operates in a professional office environment. Will operate a computer for most of the work shift. Will work behind a counter at the public service desk. This position routinely uses standard office equipment such as computers, printers, phones, photocopiers, cash register, etc.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties of this job.
- Sitting, standing, walking, kneeling, climbing and stooping.
- Bending/twisting and reaching.
- Lifting and carrying, 50 pounds or less.

Position Type/Expected Hours of Work
This is a full-time position. Hours 8 a.m. – 5 p.m., Monday – Friday, but hours are flexible. Occasional evening and weekend hours. This position will participate in the scheduled weekend work rotation.

Education/Experience
MLS or four years of related library experience required. Information technology experience required.

Signatures
This job description has been approved by all levels of management.

_____   _____
Manager   Business Office/H.R. Coordinator

Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position.

_____   _____
Employee Name   Date

_____
Employee Signature