

Thomas Memorial Library
Policy Manual
Job Descriptions: Library Technology Specialist

Nature of Work

The primary job function will be to work with staff and the public to integrate information technology into their daily lives. The Library Technologist is an advanced-level paraprofessional position requiring a combination of library experience and good training skills along with a broad knowledge of the Web, technology, online trends and popular culture.

Responsibility and Supervisory Relationships

Under the supervision of the Library Director, the Library Technologist assists the Director and Assistant Director with managing and integrating the library's public services technology. These duties include supporting the Assistant Director with maintaining the TML website and utilizing social media tools; and, developing, maintaining and staffing a mobile computing lab for Public and Staff training/programming opportunities. He/she assists with automation implementation throughout the library as new and innovative technology is introduced for a multi-generational user base. He/she will establish and solidify customer relationships by providing outstanding customer service to the public, and perform other duties as assigned. Work is evaluated through observation, review, and reporting.

Abilities, Skills & Knowledge Required

Critical aptitudes and abilities are:

- Demonstrates respect and appreciation for patrons of all ages;
- Communicates clearly and concisely, orally and in writing, including making public presentations as needed.
- Establishes, maintains, and fosters positive, harmonious working relationships with staff, Town and School Officials and the general public.
- Exercises good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Manages multiple projects and meet deadlines utilizing strong organizational skills and attention to detail.
- Possesses and maintains advanced computer skills including familiarity with iOS devices, Google Apps, OS X and Microsoft Office products, as well as, internet use and social networking tools.
- Is capable of learning new technologies as they emerge and of leading staff and public through technology changes.
- Participates in off-site meetings and projects as well as collaborates with other town wide and state agencies, etc. as necessary.
- Ability and willingness to successfully complete all necessary training.

Experience & Training

A Bachelor's Degree or demonstrated aptitude and competence for the successful fulfillment of assigned responsibilities is a minimum requirement for this position along with intermediate-advanced training in technology and other related media. MLS welcome. Prior experience in public libraries or school media centers is desired.

Examples of Work (illustrative only)

- Assists Library Director with all aspects of public computing equipment support as well as policy and procedures implementation.
- Provides innovative programming/training through the demonstration of new and emerging technologies to the staff and public.
- Collaborates with Assistant Director and staff in providing patron support by demonstrating uses of reading devices such as e-Readers, iPads, etc.
- In collaboration with the Assistant Director, schedules training lab activities.

Proposed: 4/30/2013

Thomas Memorial Library
Policy Manual
Job Descriptions: Library Technology Specialist

- Assists the Webmaster with maintaining the library's website.
- Assists the Director and the Technology Support Team with evaluating and testing new electronic products.
- Creates informational and promotional materials for use with training and programming such as: pathfinders, bibliographies and instructional handouts.
- Communicates with public using social networking and the library website.
- Assists with gathering and reporting statistics.
- Seeks opportunities for professional development.
- Participates in providing a safe and welcoming environment at the library.
- Performs other related work as required.