

Technology Specialist – 1 position

This is a 19 hr/week position working Tuesday through Saturday.

Under general direction of the Library Director, this position is responsible for keeping all computers and other technology up to date and software and applications working properly, as well as, troubleshooting computer, printer, and other technology issues. This could include troubleshooting phone, copier or internet issues with Cox Business and/or Two Trees, and Document 360. Other responsibilities include:

- Will support patron use of Library online platforms including catalog (Koha Integrated Library System), Beanstack, Sunflower eLibrary, and RB Digital Unlimited.
- Responsible for keeping Library website and calendar up to date.
- Creation and distribution of the Library quarterly newsletter.
- Will include some social media management.
- Will be responsible for coordinating the Library technology replacement program, keeping software licenses current and collaborating on relevant budget line items.
- Will be responsible for teaching computer and other technology classes, coding, gaming and virtual reality programming in collaboration with the Programming and Outreach Specialist.
- Will assist P & O Specialist with other program creation, organization and implementation.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Will work the front desk during shift when others are not available and on Saturdays. When busy will support other staff with front desk duties (answering phones, circulating materials, shelving books, making copies, sending faxes, etc.)
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, coordinate and direct work.
- Excellent time management skills
- Significant knowledge of, or ability and willingness to learn, the Library technology used by patrons and staff, including software, hardware, and applications.
- Ability to work with constant interruptions
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.
- Strong written, verbal, and technological skills.
- Demonstrate emotional intelligence and ability to work through difficult situations.

QUALIFICATIONS:

- Possess at least an Associate's degree. Experience can be substituted for a degree.

PHYSICAL DEMANDS:

The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may frequently perform these actions:

- Stand, walk, sit
- Use hands and fingers to handle books, paper, technology
- Lift and/or move up to 25 pounds