

Bexley Public Library

Position Description

Position Title:	LIBRARIAN, TECHNOLOGY
FLSA Status:	Exempt
Reports to:	Adult Services Manager
Department:	Public Services
Salary Range:	
Last Revision:	May 2021

PURPOSE OF WORK

The Technology Librarian leads technology initiatives at the library through knowledgeable training, creative programming, and innovative services. Tracks technology trends and best practices, and trains library staff on new technology and technology instruction. Provides outstanding patron service through reference, readers and viewers advisory, and technology assistance.

ESSENTIAL POSITION FUNCTIONS

1. Provides outstanding external and internal customer service. Responds to patron questions and situations in accordance with library policy and values. Provides knowledgeable and approachable tech instruction and assistance, reference, and readers'/viewers' advisory services.
2. Maintains an active and advanced working knowledge of technology resources, relevant trends, and best practices; makes recommendations for improvements to services, collections, and programs.
3. Develops and implements innovative, relevant, and audience-appropriate library programs related to new and emerging technology that encourages library use and supports the library's mission.
4. Develops and leads training for patrons and library staff on various library technology hardware, software, devices and technology instruction. Models courteous and knowledgeable technology instruction. May oversee work of associates and volunteers.
5. Participates in the development and implementation of department and library-wide strategic priorities; demonstrates a positive attitude and supports library goals and objectives.
6. Represents the library at community events and in community organizations; cultivates positive working relationships with partner organizations.
7. With the Collection Development Manager, evaluates and maintains the library's collections and makes recommendations for collection development based on community needs, usage levels, and relevance of materials; trains and collaborates closely with coworkers to maintain collection.
8. Serves as Librarian-in-Charge, as assigned; responsible for solving staff and patron problems at the departmental level in the absence of supervisors, as appropriate; explains and enforces library policies and procedures.

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9. Performs additional duties including serving on task forces, committees, working in other service areas as needed, etc.

REQUIRED SKILLS & ABILITIES

1. Superior working knowledge of technology resources, including common hardware and software. Experience with creative software tools preferred.
2. Knowledge of library reference tools, and evaluation as well as the standards, practices, and techniques of reference service; demonstrated familiarity with current professional trends and practices.
3. Excellent oral and written communication skills, and ability to deliver programs and to speak before groups of all ages.
4. Excellent interpersonal skills; must enjoy and excel at helping and working with a diverse group of patrons and colleagues.
5. Demonstrated ability and desire to continually learn and apply new skills, ideas, and practices.
6. Excellent problem solving, project-management, and organizational skills.
7. The ability to work well independently and as part of a team.
8. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
9. Ability to retain, follow, and explain organizational procedures, processes, policies and operations to coworkers and patrons.

EDUCATION & EXPERIENCE

1. Master's degree in Library Science from an American Library Association accredited school.
2. Minimum one year of library experience.
3. Some experience overseeing and assisting with the work of others.

PHYSICAL DEMANDS

Ability to sit and use a computer for extended periods and operate standard office equipment, daily.

Ability to lift and move up to thirty (30) pounds, occasionally.

Ability to push book trucks with up to 150 pounds of materials on them, daily.

Ability to stand for extended periods, daily.

Ability to perform repeated reaching, bending, climbing and squatting, daily.

Travel by automobile, occasionally.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.