**Coffeyville Public Library Position Description**

**Title**: Technology Services Librarian

**Reports to**: Library Director

**General Summary**: Provides tech services to patrons and staff. Assists patrons with tech related questions, assists maintaining the library’s website and social media presence, keeps up with emerging technologies and trends.

**Duties and Responsibilities:**

* Provides consistent and friendly service to patrons and other staff
* Answers reference and reader advisory questions, assists patrons in locating materials, instructs patrons in the use of library materials and online catalog
* Performs circulation duties in an accurate and timely manner
* Provides support and troubleshooting for patrons using public computers
* Understands and enforces the library policies and procedures while safeguarding confidential and restricted information
* Works with and provides support for library technologies, such as 3D printers, T-shirt printer, laser engraver, book scanner, and other equipment
* Maintains the library’s website and social media presence.
* Provides training to library staff on new tech and best practices
* Facilitates classes, programs and/or workshops for patrons during the school year and summer.
* Recommends materials for the collection and participates in collection evaluation and maintenance including inventory and weeding
* Keeps informed of current information and trends at the local and regional library level
* Performs other duties as requested by the Library Director

**Knowledge, Skills and Abilities:**

* Ability/willingness to learn new technologies
* Strong interpersonal skills for dealing with other employees, library patrons and other outside contacts in a tactful and professional manner
* Ability to communicate effectively, both written and verbally, with staff and the public
* Ability to use a variety of office equipment
* Ability to use library automated system
* Willingness to learn and keep up with technology trends.

**Qualifications:**

* High School Diploma required. Associates degree or higher preferred
* Experience in working with various technologies preferred
* Proficient with Social Media, Microsoft Office, Google Docs

**Working Conditions:**

* Normal library working conditions
* Periodic reaching, stooping and bending
* Regular use of computer and associated eye strain and fatigue
* Lifting and carrying 50 pounds or less

**Other:**

* 15-19 hours per week
* Flexible shift
* Some evening and weekend hours as needed
* $11-$13 per hour DOQ