The Ela Area Public Library is committed to providing excellent service to its community. Staff members are expected to interact with patrons and staff with courtesy and respect. Facing rapid technological and organizational change, libraries and their staffs must be adaptable and engage in continuous learning. Staff development will be offered in continuing education, workshops and seminars and employees are expected to take advantage of appropriate opportunities.

**POSITION:** Librarian / Technology Specialist  
**SALARY CLASS:** 7  
**DEPARTMENT:** Adult Reference  
**REPORTS TO:** Head, Adult Reference

**RESPONSIBILITIES**
1. Performs reference service and non-fiction readers advisory at adult desk of library on a regularly-scheduled basis.
2. Assists and instructs patrons with public computer catalogs, electronic databases, Internet, MS Office applications, microform machines, printers, scanners, and copier. Sends faxes for patrons.
3. Manages study room and Digital Media Lab reservations when on the Reference Desk.
4. Assists patrons and staff with various hardware and software in the Digital Media Labs. Provides 1-hour Digital Media Lab help appointments and teaches classes.
5. Participates in collaborative management of the Digital Media Labs, including resources, policies, and training.
6. Assists patrons and staff with various hardware and software in the Makerspace. Assists with Makerspace programming.
7. Conducts computer classes for public and staff; creates and prepares handouts and training materials, assists in management and planning of the Library’s adult computer class program.
8. Manages and provides One-on-One Technology Help Appointments to patrons by request.
9. Responsible for collection development and management in designated areas; selects, orders, and weeds library materials.
10. Assists with basic troubleshooting of software and hardware.
11. Generates and helps manage content on the library’s various social media channels.
12. Supervises library as senior staff person, as necessary.
13. Serves as a notary public, notarizing documents for patrons.
14. Proctors examinations for patrons, coordinating test appointment times and receipt and return of exams.
15. Participates in decision-making activities and identifies and offers solutions to problems and needs of the reference department in relation to total library service.
16. Attends appropriate meetings and continuing education opportunities; reads relevant professional literature.
17. May represent library at a variety of events or to community groups.
18. Participates as a member of library-wide committees.
19. Other duties as assigned.

**REQUIREMENTS**

**Education:** MLS from an ALA accredited institution.
Knowledge, Skills, Abilities:

Knowledge of technology applications relative to public library reference services.
ability to conduct training and do presentations.
Advanced knowledge of Windows, MS Office programs, MacOS, Android and iOS devices
and the Internet.
Working knowledge of current library practices and procedures.
Ability to:
  • work and communicate effectively with staff and public.
  • attend meetings outside the library.
  • set priorities, make independent decisions, and exercise discretion with patrons and staff.
  • work effectively both independently and as a team member
  • follow through tasks to completion.
  • learn additional computer application programs.
  • use computer keyboard and telephone.
  • push or pull a cart loaded with library materials up to 200 pounds
  • carry materials up to 50 pounds
  • bend, reach, and list items up to 20 pounds
  • read small print.
  • work evenings and weekends.
  • work effectively with all age groups.
  • demonstrate attention to details.