

## JOB DESCRIPTION



**Position:** Digital Literacy Librarian

**Range:** P2 (Exempt) (Union)

**Reports to:** Head of Community Outreach

**Supervises:** None

Capital Area District Libraries

[www.cadl.org](http://www.cadl.org)

## JOB SUMMARY

Under the supervision of the Head of Community Outreach and the Senior Director of Public Services, provides technology training and digital learning opportunities and instruction throughout the CADL system. Provides one-on-one and group training for library patrons and staff. Provides timely programming options for both adults and children on relating to on digital literacy. Ability to use and teach a range of technologies including computers, tablets, digital Cameras and mobile devices, 3D printers, coding. Knowledgeable of a range of software across devices (MS Office Suite, Apple product, i-Movie, etc.) and social media services (i.e. Twitter, Facebook, Pinterest, etc.). Serves as an advocate and resources for adoption of new technology by CADL. Works with Head of Community Outreach and Branch Heads to establish outreach goals and create programs related to digital literacy for all CADL libraries. May work on the Mobile Library and also perform professional work in reference, reader's advisory service, collection maintenance, outreach, instruction, or other specific fields.

## DUTIES AND RESPONSIBILITIES

1. Assists organizations, groups, libraries and individuals with their technology needs. Assists groups and individuals in locating and obtaining related training and materials. Instructs patrons in the area of digital literacy.
2. Plans, directs and/or implements special projects involving the promotion of the Capital Area District Libraries' technology resources and materials.
3. Ability to develop and sustain community partnerships and collaborations.
4. Works with staff throughout the Capital Area District Libraries system in planning and implementing special projects involving library promotion, services and outreach activities.
5. Provides advisory service on computers, mobile devices, software and digital collections to all CADL locations.
6. Investigates latest trends in digital resources and technology related innovations for libraries. Looks for ways to implement related training and programming as appropriate for the CADL system.
7. Assists patrons with their library needs. Provides quick reference, detailed research, and reader's advisory assistance. Uses information resources in a variety of formats including print, digital, microform, on-line databases, the Internet, etc. to fill requests.
8. Explains library policies and procedures to the public.
9. May schedule, assign, supervise, and monitor the work of clerical and part-time employees within an assigned area.
10. Other duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

## JOB REQUIREMENTS

- Possession of a Master's Degree in Library Science or its equivalent from an ALA accredited institution.
- Possession of a Michigan Librarian's Professional Certificate.
- This is an entry-level position; no previous experience is required.
- Satisfactory completion of a one year probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Knowledge of a variety of hardware and software as well as Internet services.
- Knowledge of library organization, materials, services, and policies and procedures.
- Knowledge of the principles and methods of evaluating library materials and equipment.
- Thorough knowledge of reference materials and commercial databases.
- Ability to use computers and to utilize computer databases.
- Effective written and oral communication skills.
- Comfort with presenting to groups and teaching classes.
- Ability to organize and supervise the work of assigned staff.
- Ability to establish and maintain effective working relationships with co-workers, staff of other libraries, and the public.
- Ability to conduct oneself with tact and courtesy.