



# Flint Public Library

LEARN FOR LIFE

## POSITION DESCRIPTION

### DIGITAL LEARNING SPECIALIST

Reports to: Digital Initiatives Manager  
Range: Exempt / AFSCME Librarian Salary Schedule  
Beginning compensation between \$39,696 and \$53,197

**Summary:** The Digital Learning Specialist is responsible for the development and implementation of digital learning programs for youth and adults in collaboration with other library staff and under the guidance of the Digital Initiatives Manager and the Library's management team. The Digital Learning Specialist is part of the public services team providing Library services to patrons Tuesday through Thursday 11:00 a.m. to 8:00 p.m. and Friday and Saturday 9:00 a.m. to 6:00 p.m...

#### Duties

1. Participates with management and staff in establishing strategic priorities for digital learning.
2. Participates in establishing specific goals and evaluative measures for digital learning programs and classes that may include such topics as coding, web development, digital imaging and editing, and 3D design and printing, as well as basic computer use and search skills.
3. Creates program plans and/or lesson plans to achieve learning goals for various populations, collaborating with other staff, interns or volunteers as appropriate.
4. Leads digital learning programs and classes in the library and outside the library, with various class sizes, formats and ages of student.
5. Provides training and coaching in digital learning programming to other staff, interns or volunteers.
6. Works closely with the Library's program partners to plan and deliver digital learning programs on an outreach basis, primarily for youth.
7. Assists in developing and implementing data-driven systems for evaluation of digital learning programs based on customer results and/or service results.
8. Participates in developing and maintaining the Library's digital learning spaces and mobile digital learning labs.
9. Provides reference and other in-library services, primarily to youth and families.
10. Assists with collection development of collection and library materials for digital learning.
11. Performs other duties as assigned.

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### Qualifications and Job Requirements

1. The job requires a Bachelor's degree, preferably in education, computer science, business, or relevant field of study. MLS Degree from an ALA accredited library school preferred. Equivalent experience will be considered.
2. Demonstrated commitment to excellent customer service and creating a welcoming environment for diverse populations.
3. Relevant experience in presenting, facilitating and teaching, especially to youth.
4. Effective interpersonal communication skills involving enunciation and articulation and the ability to present prepared materials to various audiences while conveying enthusiasm and passion for the work and resources of the library.
5. Relevant experience in developing technology training programs, classes or lesson plans for target audiences, especially youth.
6. Computer skills to effectively utilize library and business applications as well as a variety of other digital media platforms, and a demonstrated ability to self-learn new digital skills.
7. Ability to travel between work locations and related places of business as needed.
8. Ability to perform work under minimal supervision with latitude in exercising judgment in determining work methods and results.
9. Ability to work in situations with multiple deadlines while working with formal and informal leaders across internal library departments and/or external agencies using project management and relationship building skills.
10. Hearing ability to answer telephone inquiries and visual abilities to facilitate interactions while using technology.
11. Physical ability to lift/carry materials weighing up to 40 pounds.

### Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise, though there may be some outdoor work in temperate weather.
2. Requires regular travel between community locations, and may include out of county or out of state travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*