

MOUNT CLEMENS PUBLIC LIBRARY

Job Description

JOB TITLE: Technology Librarian
HOURS: Full time, 37.5 hours per week
REPORTS TO: Library Director
SALARY: \$40,000 to \$50,000 plus benefits

NATURE AND SCOPE OF POSITION:

Under direction of the Library Director, perform complex and highly responsible duties related to implementation and maintenance of the Library's technological products, function as the Library's System Administrator for the Polaris software system, development, and instruction of technology classes for the public, website development and maintenance, collection development and reference service at the public service desk.

SPECIFIC DUTIES:

- Explore, recommend, implement and promote emerging technologies to engage library users and staff
- Function as System Administrator, representing the Library at meetings at the library cooperative level
- Act as liaison between the Library and technology vendors and library cooperative technology staff.
- Provides technology and digital library services instruction and assistance to staff and patrons, both independently and in a classroom setting.
- Document procedures, upgrades, backups, and purchases related to Library technology.
- Document existing network, hardware and software installations.
- Organize and maintain technology-related files, inventories and equipment records.
- Select and maintain subscription access to a variety of electronic resources.
- Assist in maintenance of the Library's website and social media presence.
- Oversee and promote the Library's electronic downloadable media services.
- Oversee the technology lab and Makerspace
- Other duties as assigned by Library Director

JOB REQUIREMENTS:

ALA-accredited MLS degree

Use of website content management software

Knowledge of multiple software applications beyond Office Suite

Knowledge of Hardware and Networking

Knowledge of current library trends that affect 21st Century Library Services

Knowledge of standard public library services, both print and electronic

Demonstrated effective working relationships with superiors, subordinates, associates, officials, and other agencies.

Experience with automated library systems

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.

Discuss and present technology issues and solutions with the public and library staff.
Good public service attitude
Demonstrated oral and written communication skills

DESIRED CAPABILITIES:

Experience with Innovative Polaris integrated library system

To Apply:

Send resume and cover letter to bbowman@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.