Position Available
Technology Librarian
Orion Township Public Library

Position: **Technology Librarian**
37.5 hours/week
Department: **Information Technology**
Salary: $48,800 - $58,800 depending on qualifications

Description
Under the direction of the Head of Information Technology, the Technology Librarian is responsible for assisting with administering the library's networks, systems, and technology resources. The Technology Librarian will also provide instruction and assistance to staff and patrons and provide reference services at the public service desk.

Primary Job Duties:
- Function as System Administrator, representing the Library at meetings at the library cooperative level.
- Maintains and monitors the library's local area network, including the wireless network.
- Serves as liaison between the library and technology vendors and library cooperative technology staff.
- Works with the Department Head and public service staff to coordinate projects and implement new systems.
- Works with the Department head to manage all aspects of the library's technology systems. Set up, troubleshoot, and repair computer hardware and software.
- Provides technology and digital library services instruction and assistance to staff and patrons, both independently and in a classroom setting.
- Evaluates and recommends hardware, software, and network technology options for library.
- Assists in maintenance of the library's website and social media presence.
- Assists in library Makerspace.
- Other duties as assigned by Head of Information Technology.

Required Qualifications:
- Master's degree in Library and Information Science
- Understanding of public library information technology practices.
- Experience working in a public library setting.
- Excellent organizational and analytical skills, and excellent oral and written communication skills.
- Strong skills in using Windows-based computers MS Office, database searching, downloadable resources, and the internet.
- Demonstrated ability to work simultaneously on multiple projects, platforms, and initiatives.
- Knowledge and experience in networking and automated library systems.
- Knowledge of principles and methods for curriculum development and training design, teaching and instruction.

Dates: Applications received before Monday, October 24, 2022, will receive first review.

Apply To: Joyce Becker at Orion Township Public Library, 825 Joslyn Road, Lake Orion, MI 48362
248-693-3000
Electronic submissions accepted: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at:
https://orionlibrary.org/library-employment/.

This is an at-will position. *Orion Township Public Library is an Equal Opportunity Employer.*