

HELP WANTED

Do you like to help people solve technology issues? If so, you might be the Technology Librarian we are looking for! The Chesley Memorial Library is accepting applications for a part-time (30 hours per week) Technology Librarian.

JOB SUMMARY

The Technology Librarian manages technology and support for the library and participates in the daily operations of the library, including circulation, reference, technical processing, program development, cataloging, and assisting patrons.

PRIMARY DUTIES

Manages information technology: provides vision and leadership to meet current technology needs and anticipates future trends in the evolving library environment, responsible for long range planning of technology resources for the library; selects, installs, and maintains computer hardware and software; provides instructions and training in using electronic equipment and productivity software; works with consultants and technicians; tests systems to insure functionality in the library environment; troubleshoots technical problems; conducts and maintains inventory of all electronic equipment; suggests policy changes regarding use of technology; implements goals and objectives required in the technology plan.

Manages web design and services; designs, develops, maintains and promotes the library website, which is the online portal of all digital services of the library, offering 24/7 remote access to reference databases, digital resources, online catalog, calendar of events, etc.; provides instructions for both staff and patrons on using Web resources and services; digitizes selected archival material for the website. Creates and manages e-newsletter/ mailing list. Manages social media initiatives, Facebook, Twitter, etc. Distributes passwords to staff as directed by the Library Director. Assists at the circulation desk as needed. Assists patrons with technology devices. Maintains up-to-date knowledge of all aspects of the automated circulation system. Provides technology classes and/or individual training sessions to patrons. Attends technology meetings, workshops, and training sessions to maintain skills and knowledge base.

SCHEDULE

M, T, W, Th 10:00am-5:15pm; Saturday 10:00am-1:00pm

MINIMUM QUALIFICATIONS REQUIRED

Associate's Degree, Bachelor's Degree, or any equivalent combination of experience and training providing the required knowledge.

A complete job description may be obtained at the Chesley Memorial Library. Please submit cover letter and resume to: Chesley Memorial Library, 8 Mountain Avenue, Northwood, NH 03261 or chesleydirector@gmail.com. Attention: Donna Bunker.

The position will remain open until filled.

Wage scale: Grade 14 with a range of \$18.84 to \$28.49.

The Chesley Memorial Library/Town of Northwood is an Equal Opportunity Employer.

POSTED: July 26, 2023