

BETHEL PUBLIC LIBRARY**JOB DESCRIPTION****TITLE: Senior Library Assistant – Technology & Programming**

POSITION OVERVIEW: Under the direction of the Reference & Technology Librarian, the Senior Library Assistant's primary responsibilities are to maintain local databases, maintain the Library's automated system and assist the Librarians with LAN (Local Area Networks), as well as train staff and assist with the maintenance and upkeep of all Library technology. This includes, but is not limited to: staff and patron computers, mobile devices, and the local area and wireless networks. They will also train staff and the public on the use of software and offer technology programming. This position also provides services to the public at all service desks throughout the library, and requires evening and weekend hours as part of the regular work schedule. All staff work in a collaborative environment with each other to complete daily tasks, conduct programs, and coordinate outreach.

GENERAL RESPONSIBILITIES AND DUTIES OF A SENIOR LIBRARY ASSISTANT:

- Receive oral or written instruction from Reference & Technology Librarian and/or Library Director.
- Examine and become familiar with the contents and use of all new resources in any format that are added to the library collections.
- Work with all age groups to support patrons in their search for information, leisure reading, and the use of computers and digital devices.
- Plan and lead programs for all ages.
- Make recommendations to Librarians for additions to library collections.
- Assist with maintaining other aspects of the library's collections as needed.
- Keep accurate records of statistics and queries.
- Supervise and/or place orders, receive shipments, and check in all print materials acquired.
- Under the direct supervision of the Adult Services Librarian assist in training, scheduling, and supervising.
- Monitor the operation of the online cataloging system and the automated catalogs, and act as liaison with Bibliomation on technical services matters.
- Perform additional duties as assigned.

TECHNOLOGY AND PROGRAMMING RESPONSIBILITIES OF A SENIOR LIBRARY ASSISTANT:

- Act as a point person for maintaining both the hardware and software for the Library's digital technology, the office LAN, including server, and other equipment.
- Oversee Project Lab (Makerspace) equipment, programming, and training.
- Install and configure software programs.
- Assist with the maintenance of the RFID system.
- Diagnose and report all computer problems to the Reference & Technology Librarian and/or Director.
- Work with vendors and/or independently to troubleshoot computer problems
- Create and maintain databases for computer inventory and maintenance and other local automated indexes
- Assist with the maintenance of the Library website and social media.
- Create and present programs to both staff and public on latest technologies for all ages.
- Stay up-to-date on the latest technologies and social media.
- Develop and teach classes to the public on using computer software, digital devices, online resources and other technology related topics as well as manage and oversee the Project Lab (Makerspace).

ADDITIONAL RESPONSIBILITIES:

- Responsible for the overall operation of the Library as assigned.
- Attend meetings and workshops as appropriate.
- Perform related duties as required.

SUPERVISION RECEIVED

- Receive direct supervision from the Supervisor Librarians with general supervision from the Library Director.

SUPERVISION EXERCISED:

- Under the direction of the Adult Services Librarian and Director, supervise part time staff and volunteers.
- Key holder and building supervisor as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Understand general library processes and services.
- Understand both traditional and MARC cataloging formats, Dewey classification, and library processes.
- Understand current trends and development in the field of digital services, technology and online tools.
- Keep accurate records, understand and follow directions.
- Strong oral and written communication skills.
- Communicate courteously, enthusiastically, and effectively with the public and with other staff members.
- Solid general educational background and possesses problem-solving abilities.
- Ability to represent the library at outside meetings.
- Knowledge of and understanding of programming and programming languages.
- Ability to work both collaboratively and independently.

MINIMUM QUALIFICATIONS:

Bachelor's degree required with some formal computer training, office or library experience strongly preferred. Experience with maintaining a LAN is highly desirable. Familiarity with automated integrated library systems, using online searching, and managing websites and social media sites with working knowledge in WordPress and HTML. Experience with additional programming languages and innovative technology is a plus.

PHYSICAL REQUIREMENTS:

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching, and pushing; travel to other locations.

ACCOMODATIONS:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.