



JOB TITLE: Technology Librarian

Duties and Responsibilities:

Provide technology reference assistance to the public. Present public programs on and off site on technology related subjects. Serve as main contact for Downloadable books information. Assist in the maintenance of the Library website. Supervise document delivery. Locating, requesting, and processing interlibrary loans for library users and filling requests from other libraries. Stay up-to-date on the latest general technology trends and library technology trends. Stay up-to-date on social media trends and develop outreach efforts around social media. Create content for library newsletter and newspaper column.

Accountability:

Reports to the Library Director. Works collaboratively with the Library Director, Assistant Director, Head of Youth Services and Youth Services Assistant.

Experience

Bachelor Degree preferred. Previous library experience desirable. Knowledge of interlibrary loan procedures desirable. Knowledge of MS Office suite required. Experience helping public with technology questions required. Wide knowledge of computer software, hardware, internet, and mobile devices required. Knowledge of WYSIWYG web authoring software preferred.

Salary

\$17.00 per hour

Benefits

Two weeks equivalent vacation and sick time. One personal day.

Schedule

19 hours per week. Some evenings and weekends required.

Deadline

Open until filled.

To Apply

Submit resume, cover letter and the names of three references as PDF files to Director David Smolen via email at dsmolen@conwaypubliclibrary.org.