



Library Specialist for Technology Job Description

The Position

Under the direction of the department supervisor, the Library Specialist (LS) for Technology will play a key role in implementing and delivering customer-focused technology programs and services. This position will help foster a creative, safe, and fun environment for learning in the Makerspace and learning spaces. This is a paraprofessional position.

Principle Responsibilities

- Assist patrons with basic to advanced questions regarding Makerspace hardware, software, equipment, devices, and research needs
- Assist patrons with the use of computers, visual, audio, and interactive resources, including editing, production, and creation of digital content
- Conduct maintenance, troubleshooting, and inventory control and assist with managing special equipment and collections
- Help plan library activities and services that highlight the Makerspace and digital labs and emphasize information and digital literacy
- Support Librarians in the selection and acquisition of special collections materials
- Collect and track program data, distribute surveys, conduct observations
- Staff service desk in select departments
- Assist with program and supplies purchases
- Assist with outreach and user engagement and work on special projects and initiatives
- Assist with volunteer management, direct and supervise volunteers as needed

Knowledge, Skills & Abilities

- Experience with audio and video recording and editing, coding, 3D modeling, equipment, and fabrication tools
- Understanding of different learning styles, effective teaching principles, and data tracking
- Passion and knowledge about the use of technologies to support creative, engaged learning
- Excellent and effective communication skills with people from diverse backgrounds
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Understand and carry out complex oral and written instructions
- Work irregular hours, including evenings and weekends
- Lift up to 50 pounds, push loaded book carts, shift furniture

Education & Experience

Any combination equivalent to:

- Completion of two years of college or technical training in computer science, digital media, or a closely related field

- One year + providing educational or recreational services or programs in a community agency setting such as a school, local government agency, non-profit, recreation department, or library

The Belvedere Tiburon Library is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Updated July 2022