

JOB DESCRIPTION:

ADULT LIBRARIAN / DIGITAL LEARNING COORDINATOR

Plan, organize and perform a wide variety of program, public service and collection development duties in accordance with the library's mission, established plans, budgets, policies and procedures. Assist patrons of all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide prompt and effective reference and readers' advisory services to patrons of all ages; perform circulation desk duties.
- Coordinate digital learning initiatives. Develop, plan, supervise and/or present digital learning programs, including regularly-scheduled one-on-one tech help sessions and other technology-related workshops. Provide tech training to staff. Help to manage technology in the library.
- Assist with maintenance of library materials collection to meet the needs of patrons in accordance with established best practices and within the prescribed budget. Purchase collection materials; maintain a familiarity with collection contents; assist in regular weeding of the collection.
- Stay current on professional development through participation in professional organizations, system meetings, workshops and continuing education opportunities.
- Maintain positive relations with the public, staff and volunteers.
- May direct the work activities and training of others.
- Perform other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Knowledge of:

- General principles and techniques of library work necessary to perform the duties and responsibilities of the position.
- Traditional and emerging technologies, apps, programs and platforms.
- Use, instruction and promotion of digital resources for libraries, including downloadable/streaming content.

Ability to:

- Provide and promote excellent customer service in a public setting.
- Conduct successful reference and readers' advisory interviews with patrons of all ages.
- Plan and conduct successful programs.
- Troubleshoot computer/printer issues.
- Establish and maintain cooperative working relationships with library staff and community organizations.
- Communicate clearly and concisely, both orally and in writing, with individuals and groups.
- Maintain confidentiality related to the area of work.
- Work some evenings and weekends and to work a schedule which meets the objectives of the position.