

Paralibrarian for Technology Administration & Programming

Status: Full-time - 35 hours per week

Pay Range: \$19 - \$22 per hour

Schedule: Monday - Friday 8:30 AM – 4:00 PM; 4th weekend of the month

Overview

The Community Library of DeWitt and Jamesville is seeking a full-time paraprofessional to perform a variety of library tasks in technology and public services. The special focus of this position is to support library information systems, programming, and training. Applicants must be available to work a flexible schedule including evenings and weekends.

Responsibilities

Technology Administration

- Maintains technology equipment on a regular schedule, including updates, diagnostics, configuration changes, hardware exchanges, and backups. Maintains current technology inventory.
- Responds to software and hardware issues in the library.
- Configures new systems and decommissions old devices.
- Manages Raspberry Pi displays, including weekly resets and content updates.
- Manages unique circulating items, including mobile hotspots.
- At the request of the Assistant Director for Technology, searches for solutions to identified issues and implements approved solutions with minimal supervision.
- Documents procedures for management of the library's devices and technology. Creates any required documentation for continuity of system including guides and user manuals.
- Acts as backup for system administration duties when the Assistant Director for Technology is unavailable.

Technology & Makerspace Programming

- Presents relevant trainings and programs to inform patrons and staff about the technology provided by the library, including One-on-one Tech Help, 3D printing, video conversion, and usage of the Cricut and sewing machine.
- Supports and coordinates makerspace and technology programming initiatives.

Technology Department Activities

- Provides on-demand technology support by assisting patrons and staff in use of library technology, including use of the library's digital collections, equipment for scanning, printing, copying services, and A/V equipment; refers patrons to community services that the library does not offer.
- Develops guides and training materials for the staff and public to maximize their use of the technology provided by the library and regularly updates these materials.
- Assists the Assistant Director for Technology with selection and maintenance of library information systems and technology according to a regular schedule.

- Gathers and compiles data for the technology statistics report on a monthly basis.
- Coordinates 3D Printing On-Demand service.

General Library Duties

- Provides customer service support, including, but not limited to basic circulation transactions, registering patrons for library cards, and providing information to the public on circulation rules, policies, and procedures.
- Performs other circulation assistant functions, including but not limited to: library opening and closing procedures, checking in and sorting library materials for shelving, shelving books, searching the public catalog, and placing holds for patrons.
- Attends meetings, in-house training, and external workshops relevant to job functions.
- Other duties as assigned.

Qualifications

- Bachelor's degree from an accredited four-year college or university or equivalent education.
- Experience with hardware, software, and network maintenance.
- Experience working with and administering different operating systems (Windows, MacOS, Linux, iOS, Android).
- Knowledge of and experience in working with library information systems and technology (e.g., Envisionware and Deep Freeze).
- Ability to maintain effective working relationships with co-workers and work as part of a team.
- Demonstrated strong public service orientation; tact, courtesy, and patience in dealing with staff and public.
- Excellent written and verbal communication skills.
- Excellent organizational and time-management skills.

Preferred Qualification

- CompTIA A+ certification or equivalent certification.

Physical Activity Requirements

While performing the duties of this job, the Paralibrarian stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time.

To Apply

Please email a cover letter, resume, and three references to Cassidy Miller at cmiller@cldandj.org. Interviews are planned to start the week of July 21, 2025.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.