Position Description: Paralibrarian for Technology Administration & Programming
(Full Time)

Overview
Under the direction of the Executive Director and the Assistant Director for Technology, this full-time paraprofessional position performs a variety of general library tasks in technical and/or public services to assist with the daily operational needs of the Library. 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, and hardware exchanges. Maintain a current list of warranties for all items.

- Manages Raspberry Pi displays, including weekly resets and content updates.

- At the request of the Assistant Director, searches for solutions to identified issues and implements approved solutions with minimal supervision.

- Creates any required documentation for continuity of system administration for network processes including guides and user manuals. Maintains a list of technology department vendor contacts.

- Acts as backup for network administration duties when the Assistant Director for Technology is unavailable.

Technology & Makerspace Programming

- Coordinates and/or presents relevant programs to inform patrons and staff about the technology provided by the library.

- Develops training materials for the staff and public to maximize their use of the technology provided by the library and regularly updates these materials.

- Manage incoming requests for programs in the Makerspace and attends monthly Makerspace Programming Committee meetings.

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, and copying services; refers patrons to community services that the library does not offer.

- Supports and coordinates Makerspace and Technology programming initiatives.

- Under the direction of the Assistant Director, coordinates Technology-related training for staff and patrons.

- Participates in routine A/V and room setup duties.

- Assists the Assistant Director for Technology with selection and maintenance of library information systems and technology according to a regular schedule.

- Writes proposals and grants for new equipment and programming initiatives.

**Other Library Duties**

- Provides patron services at the library information desk.

- Creates displays to promote library collections, services, and programs.

- Makes purchasing suggestions for collections.

- Carries out any other duties within the scope, spirit and purpose of the job.

**Qualifications**

- Bachelor’s degree from an accredited four-year college or university or equivalent education.

- Minimum of one year of public library experience or equivalent (will consider a graduate student pursuing a degree in information or library science).

- Strong verbal and written communication skills.

- Knowledge of and experience in working with library information systems and technology.

- Experience with hardware, software, and network maintenance.

- Demonstrated commitment to customer service.

- Ability to work cooperatively and effectively with staff, patrons, and contacts.

- Ability to work without close supervision and render independent judgment.

- Ability to deal with diverse tasks and responsibilities simultaneously.

**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.

Apply
To apply, please submit a resume which includes three references and a cover letter to Erin Cassidy: ecassidy@onlib.org.