



Technology Specialist

Department: Technology Specialist
Location: System-Wide
Pay Grade: Dependent on Experience
Last Revised: May 18, 2022
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Overview

When filled, the Technology Specialist position is responsible for maintaining all computer equipment, other technology equipment, and the website for the entire library system, as well as planning and coordinating all technology training. This position is a part-time position, but may be held by a full-time employee working in another capacity or filled by a contracted, as needed, service or individual. When this position is unfilled, the duties will be performed by the Branch Manager and Library Supervisor. This position reports directly to the Library Director.

Essential Functions and Duties

- Install and maintain computers, printers, and network equipment.
- Assist in upgrading and/or installing programs and virus protection as needed.
- Troubleshoot problems with computers and automation system. Seek outside technical assistance as needed.
- Converse knowledgeably with technical assistance on issues that require outside intervention.
- Maintain library website.
- Assist with technology training for staff and patrons.

When the position is filled by a full-time employee:

- Perform Circulation Clerk duties: Check materials in and out of the automation system, assist patrons with public computers, register new patrons, update patron information, take fines and fees, make copies and prints, and answer the phone, shelf returned materials, read and straighten shelves, and straighten library furnishings.
- Perform all opening duties: Turn on lights, unlock doors, turn on computers and copier/printers, empty book drop, check in returned books, set up change box/drawer, and log into the automation system.
- Perform all closing duties: Count and balance money box/drawer, lock money away, turn off computers, turn off lights, set air/heat, and lock doors.

- Performs any other duties assigned by the Library Director.

Qualifications

Education and Experience

- Bachelor's degree in any applicable field of study preferred.
- 3 years equivalent work experience in the library field.
- Any combination of education, training and experience which provides the required knowledge and abilities.

Skills

- Advanced knowledge of technology.
- Ability to organize work for efficient use of time.
- Ability to understand and interpret library policies, procedures, and rules.
- Ability to adapt to difficult situations.
- Ability to deal with associates and the public in a courteous manner.

Physical, Mental and Environmental Requirements

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, crouching, standing, reaching, hearing, pushing, walking, balancing, lifting, talking, typing, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the staff and public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.