

Kennebunk Free Library Technology Educator

POSITION DEFINITION

This full-time, professional position is available for a versatile, dynamic, and enthusiastic employee with a strong commitment to public library and customer service. The Technology Educator must possess current knowledge of the technology field, have strong technology troubleshooting and communication skills, and the ability to work with people all ages. The Technology Educator oversees the technology needs of the staff, volunteers, and patrons and is a vibrant front-line member of the library staff contributing to programming, educating, and circulation services.

The Technology Educator is a key contributor to the establishment of a positive and healthy organizational culture focused on the mission of the library and must be able to work both independently and cooperatively in a team-centered environment.

KEY AREAS OF RESPONSIBILITY:

- Assist with maintaining the daily operation of library computer systems including but not limited to: resolving and troubleshooting problems with computer hardware, software, peripherals, networks, and connectivity for the public and staff
- Desk coverage in the adult and youth departments
- Design, schedule, coordinate, promote and implement programs for all ages on and off-site
- Perform computer system diagnostics, maintenance, updates, and backup routines.
- Promote library services and technologies through online tutorials and programs
- Train staff, volunteers, and patrons of all ages in technology use
- Serve as liaison to external IT support and vendors
- Maintain a schedule of technology replacements and inventory
- Stay informed on best practices in technology and library services; attend professional library conferences and seminars; read professional literature; attend and participate in meetings.
- Provide general maintenance of website content
- Foster collaborative work environment and healthy organizational culture
- Cultivate and maintain collaborative relationships with staff, patrons, community groups, schools, other libraries, state and regional library associations, and other professional organizations
- Research, recommend, and introduce new technologies
- Participate in near-term and long-range planning, budget preparation, and policy creation.
- Write and submit press releases; create fliers, posters, social media posts, website updates and other publicity content
- Perform other related duties as assigned

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

- A Master's in Library Science from an ALA-accredited institution or advanced degree in a technology field and a minimum of three (3) years of library experience. Public library experience preferred.
- Highly proficient in Microsoft Office. Proficient in Windows, Mac OS, Android, iOS. Working knowledge of Unix and Linux.
- Demonstrated flexibility in a fast-paced environment

WORKING CONDITIONS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans.

The Technology Educator must be able to:

- Establish and maintain effective working relationships with the library Director, Assistant Director/Head of Adult Services, Head of Youth Services/Children's Librarian, library staff, Trustees, and volunteers
- Positively interact with the public under varied conditions
- Exercise tact, leadership, and independent judgment
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Exercise a full range of body motion to include standing, walking, talking, listening, stooping, kneeling, and reaching
- Lift up to 25 pounds, with some exposure of weights to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Adjust focus to include close vision, distance vision, color vision, peripheral vision, and depth perception
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment
- Have or obtain a valid Maine Driver's License
- Work weekday, evening, and weekend hours

STAFF RELATIONSHIPS

The Technology Educator is hired by and reports to the Library Director. For day-to-day tasks the supervision is by the Adult Services and Youth Services supervisors.

This is a full time, salaried, exempt, professional position. Wage range, benefits and other personnel policies are in compliance with Kennebunk Free Library's personnel policies and procedures.

Please send cover letter, resume, and list of three professional references to:

Michelle K. Conners, Director

Kennebunk Free Library

112 Main Street

Kennebunk, Maine 04043

or email to kfl@kennebunklibrary.org