

POSITION SUMMARY:

Position is from October 1, 2019 – September 30, 2020

Full Time, 40 hours/week, grant-funded position, employed as an independent contractor at \$14 per hour. Expenses for mileage and budget to buy supplies for projects will be available.

Immediate Supervisor: Director

APPLICATION DEADLINE: September 9, 2019

APPLICATION PROCEDURE: For consideration, applicants must submit a resume including cover letter and (3) three professional references via email to: director@kingsvillelibrary.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Proactively provide hands-on technology tutoring, on-demand or by appointment, and offer step-by-step assistance in a one-on-one setting to patrons of all ages at the Kingsville Public Library and at outreach locations.
- Assist patrons with basic troubleshooting of common software products, operating systems, browsers, and other technologies associated with library services, including handheld devices, e-readers, tablets, cell phones, and STEAM technology.
- Promote and educate patrons on the use of online resources such as the library catalog and research databases.
- Plans, creates, schedules, and conducts programs and computer training for groups of different ages and skill levels in a classroom setting; includes preparing, or obtaining training materials.
- Spend time researching, planning, and testing projects in advance. Be open to suggestions and requests from participants for selecting and developing future projects.
- Work with the Youth Services Coordinator to develop, plan, and lead a series of digital learning activities for students.
- Mentor students in the program to help foster creativity, problem-solving, and independent learning by creating hands-on, student-driven technology projects.
- Projects will include but are not limited to LEGO Mindstorm robot kits and LEGO Storystarter software, learning coding with Osmo, Little Bits, OzoBots, virtual and augmented reality tools, experimenting with a 3D printer and teaching Tinkercad, Fortnite and animation software, learning about computer hardware by building or disassembling equipment, and learning about Internet privacy and safety.

EXPECTATIONS:

- Provide one-on-one computer instruction and support to library patrons of all ages. Assistance will be provided in person, but could also be provided over the phone, online (via a chat function or through email), and outreach locations.

- Ability to explain complex technological concepts in simple and clear terms.
- Maintains accurate records of training programs offered and attendance statistics required by the Guiding Ohio Online grant program.
- Represents library to community, media, and professional organizations.
- Engage community organizations in partnership opportunities to facilitate better technology assistance to the broader community.
- Market computer classes and training, along with the library's digital resources.
- Ability to foster and encourage library use for all ages.
- Work closely with students, and serve as a mentor while encouraging participation, creativity, and input from student learners.
- Work well independently, take direction, be creative and highly motivated, be willing to learn new skills, be flexible and willing to change plans to meet challenges or accept redirection.
- Schedule will include evenings and weekends.
- Work at the Kingsville Public Library location and Outreach locations, and provide reliable transportation.

MINIMUM QUALIFICATIONS AND REQUIRED SKILLS:

- State of Ohio High School Equivalency Diploma
- Effective customer service and interpersonal skills with all ages, including the ability to communicate verbally and in writing in English.
- Must possess strong public speaking skills and a teaching mentality.
- Ability to meet goals and objectives in a timely fashion and within a budget.
- Proficiency in word processing, spreadsheets, and database programs.
- Competent in the use of Windows-based computer programs as well as the Internet, including email and social media.
- Ability to work independently and accurately, with attention to detail.
- Calm and focused handling of interruptions and distractions.
- Patient and adaptable to working with users who have varying degrees of computer and office equipment skill and knowledge.
- Strong organizational and planning skills, ability to train public and staff on use of technologies one-on-one, in small groups, or in classroom settings.
- Acts with the customer in mind, using information gained from interacting with the customers.
- Availability to work evenings and weekends.
- A BCI background check will be required, and will be funded by the library.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Position requires frequent standing, sitting and walking.
- Ability to stoop, bend, kneel, and climb step stools.
- Using stairs to access all floors of Library buildings.
- Ability to lift and carry at least 40 pounds and push, pull and maneuver book bins, bags, carts and equipment.
- Regularly operate computers, phones and office equipment that may have repetitive actions; read a computer screen and print materials.

PROFESSIONAL RESPONSIBILITIES:

All staff and independent contractors of the Kingsville Public Library are to provide exceptional service to library patrons, the community and co-workers. Each member will behave in an ethical manner and provide honest and respectful communications with patrons and co-workers.

GENERAL REQUIREMENTS FOR ALL LIBRARY EMPLOYEES:

All Kingsville Public Library employees and independent contractors are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of patrons and staff; maintain a positive and pleasant attitude, and be co-operative with co-workers. All employees shall adhere to the Library’s policies and procedures and support the Library’s mission within the Library and in the community. All employees and independent contractors shall be flexible with regards to scheduling.

The above statements describe the nature and level of assignments given to job incumbents. This is not an exhaustive list; therefore, other related duties may be assigned.

A job offer will be conditional upon successful completion of a background check and meeting any other preconditions of employment.

The job description does not constitute an employment agreement between Kingsville Public Library and the employee/independent contractor and is subject to change as the needs of the Library and the requirements of the job change.

I have read this job description and discussed it with the Director.

Independent Contractor’s Signature

Date

Director’s Signature

Date