

## **Information Technology Librarian White Lake Township Library**

White Lake Township Library is seeking a proactive professional to join our staff as a **new** full time Information Technology Librarian position. The successful candidate will have the opportunity of working in a beautiful new 28,000 sq. ft. building which is opening in early summer 2019. The new "Idea Lab" will be available for "hands on" lifelong learning and will include resources for science, technology and other STEM programming

White Lake Township has a population of 30,000 people and is located 20 miles northwest of Detroit in the beautiful lakes area of Oakland County Michigan. Residential development and lake living is typical, as the township has 21 lakes within its borders. Several of the community's large parcels have been preserved as state recreation areas and county parks.

### **Position Summary:**

- Provide strategic direction and technical leadership to guide the ongoing development, maintenance, marketing and management of the Library's electronic and digital services, website and social media. Responsible for organizing and delivering digital literacy training to customers and staff on new technologies. Support the Assistant Director with the general management and day-to-day operations of the technology in the Library. Recommend service improvement opportunities and workflow changes. Provide reference and readers' advisory services to the public. Performs the functions of the "In-Charge" position as required.
- The Library contracts with a knowledgeable consultant for maintenance of our computers and select technology in the Library. The technology librarian would assist the consultant when needed.

### **Duties & Responsibilities:**

- Delivers reference, readers' advisory and technological services to the public. Acts as in house consultant for the public and staff with general troubleshooting of Library-related technical issues.
- Responsible for the research, planning, development, implementation and evaluation of technology programs and services.
- Responsible for the ongoing development and maintenance of the Library's online collections including the content management website, social media presence, e-newsletter, digital signage system and other promotional materials as required, including content creation.
- Provide instruction to customers and staff in the use of new technologies and software.
- Provide customers with instruction in the use of the Library and its collections and services. Develops appropriate instructional and promotional materials for the sessions in conjunction with other staff.
- Manage a customer-focused print and online technology collection in accordance with the Library's collection development policy. Primarily responsible for selection and deselection of technology materials and resources. Ensure that appropriate budget lines are spent as planned.
- Resolves customer service problems and empowers public service staff to do the same.

**Duties & Responsibilities (continued):**

- Assumes responsibility for maintaining the safety and comfort of the Library especially during in-charge shifts. Reports issues and incidents to the appropriate personnel.
- Stays up-to-date on professional developments through participation in library and consortium wide projects professional organizations, workshops, and continuing education opportunities.

**Required qualifications and skills**

- Master's degree from an ALA-accredited school of library and information studies
- Thorough working knowledge of reference tools and excellent reference skills
- Knowledge of web-based technologies, including tools and standards of web site maintenance and development, content management software and techniques, MS Office Suite, current browsers and integrated library systems
- Knowledge of emerging trends in library and information technologies excellent communication, project coordination, problem solving, interpersonal, time management, training/public speaking and customer service skills
- Ability to work independently and collaboratively with others
- Available to work evenings, Saturdays and daytime shifts, as required
- Flexible attitude and ability to adapt to a changing environment

**Preferred qualifications and skills:**

- Demonstrated successful experience of 2 years working in a public library
- Undergraduate degree and/or experience in computer science, information technology

**Hours:** 37.5 hours weekly with every other Saturday and evenings required.

**Salary:** \$20 - \$24 an hour based on education and experience

**Benefits:** Generous benefit package including family health, dental and optical insurance. Employee life insurance. Defined contribution retirement with 10% employer contribution and no required employee match. Paid time off benefits include vacation, sick, personal business and holidays. Eligible for deferred compensation and other voluntary benefits including flexible medical and dependent care accounts. Professional membership and opportunity to participate in professional development available and encouraged.

**Applications received by Monday January 21 at 5:00 pm** will be given first consideration.

**To apply; please email a cover letter, resume & [application](#) to:**

Amy Rosen, Assistant Director  
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