

Wood Dale Public Library District

wooddalelibrary.org

Technology Services Librarian – Public Services

Reports to: Meghan Maleski, Public Services Manager

Hours: 37.5 hours per week (non-exempt), one weekend day per month; one night per week.

Pay range: \$27-32/hr Depending on Qualifications

The Technology Services Librarian guides the Library community on emerging technology, provides support to patrons in the form of one-on-one assistance, and assists with curating the Library's online resources. Additionally, you'll join a growing Public Services department, assisting with collection development and Public Services Desk coverage.

What You Bring:

- Educational credentials: Master of Library and Information Sciences required.
- Relevant Experience: Three years of relevant library experience with, ideally, at least one year working with technology, instruction, and emerging trends.
- Experience with databases and digital content.
- Extensive knowledge of Mac and Windows operating systems, Microsoft Office 365, and Google.
- Skilled in digital literacy with the ability to create, evaluate, share, and understand training materials in a variety of formats.

Key Responsibilities:

- Redevelop, implement, and evaluate one-on-one technology appointments and walk-in help for adult patrons.
- In coordination with the IT Manager, develop training materials for Library equipment, resources, and software for patrons and staff.
- Stay abreast of technology trends and emerging technologies; make recommendations for equipment, service, and resource acquisitions for adult patrons.
- Provide reference, advisory, and customer services, including registering patrons for library cards, checking out materials, and guiding them in using electronic and print resources.
- Perform collection management, including selection, weeding, promotion, and maintenance of assigned areas.
- Collaborate on digital inclusion initiatives focused on improving technology access to patrons with disabilities, seniors, and other underserved groups.
- In coordination with the Public Services Assistant Manager and outside service providers, assist with maintenance, improvement, user experience, and other projects on website, catalog, and applications, such as the event calendar and Library app.
- Collaborate on technology initiatives and special projects as assigned.
- Serve as Person-in-Charge, implementing Library policy as needed.
- Collaborate across departments on Library-wide projects, programs, and services.
- Participate in professional organizations, relevant training, and development opportunities.

Work Environment, Schedule & Physical Requirements:

- Work in a typical office environment with occasional visits to other organizations and outdoor events.
- Operate standard office equipment and communicate effectively with staff and patrons.
- Occasionally lift up to 25 pounds and perform physical tasks like bending, reaching, and moving materials.
- Valid driver's license and proof of insurance or other reliable transportation.
- Flexible, in-person schedule while open to the public with at least one evening per week and one weekend day per month required.

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Why Join Us?

- Make a difference in the community by enhancing access to Library services.
- Collaborate with a supportive team passionate about library excellence.
- Opportunities for professional growth and development.

For all your awesomeness, you will get:

- Three weeks of paid personal time off (vacation), 12 days of sick time, and paid holidays. After one year of service, PTO increases to four weeks.
- Access to Health, Dental, and Vision insurance.
- Access to supplemental insurance through Aflac.
- This position comes with required participation in the IMRF pension program plus access to optional participation in a 457(b) program.

Apply now and be part of our commitment to providing exceptional library services to our community. Please send your resume, a cover letter, and three professional references to jobs@wooddalelibrary.org.

Equal Employment Opportunity

The Library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.