

Open Position Announcement

Title: Makerspace Librarian

Rodman Public Library is seeking applicants for the position of Makerspace Librarian. The successful candidate must have the ability to work a flexible schedule, including evenings and weekends.

Job Summary: The Makerspace Librarian provides technical training and support of the equipment used in the makerspace area, communicating concepts and requirements in a friendly, helpful manner. The Makerspace Librarian also provides reference service to people of all ages and performs clerical tasks within the Information Services Department. Exceptional customer service and communication skills, a sincere desire to provide excellent service to all library patrons, a willingness to be solution-driven in order to provide patrons access to library services and resources, and the ability to multi-task and prioritize work effectively are essential to this position. Other duties may be assigned as needed.

Qualifications:

- Four-year college degree required; MLS/MLIS from an ALA-accredited library school program preferred
- Ability to work a flexible schedule, including evenings and weekends
- Must possess valid Ohio driver's license and meet driving standards set by the Library's insurance carrier

Rate of Pay:

- Starts at \$14.50/hour for candidates with no MLS/MLIS
- Starts at \$17.75/hour for candidates with MLS/MLIS from an ALA-accredited institution

Benefits:

- OPERS retirement- Mandatory 10% employee contribution, 14% employer contribution
- Health insurance
- Life insurance
- 11 paid holidays
- Paid sick leave and vacation leave
- Continuing education opportunities

Application Procedure: To be considered, interested applicants must scan and submit a completed Rodman Public Library employment application to employment@rodmanlibrary.com. The application form can be found online at rodmanlibrary.com/employment along with the full job description.

Deadline: This position is open until filled. No phone calls please. Rodman Public Library is an equal opportunity employer.

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Reports to: Assistant Director

Responsibilities and Duties:

- Personally greets patrons and answers phone calls in a friendly and professional manner
- Provides informational, and readers' advisory services to patrons of all ages, using a variety of reference sources
- Assists patrons in locating materials
- Responds to patron inquiries and concerns through resolution or referral as appropriate
- Handles interlibrary loan (ILL) requests
- Explains the use of the library, library materials, and library equipment to patrons
- Maintains neatness of makerspace area, public areas, and staff work areas
- Maintains up-to-date knowledge and skills related to the makerspace and reference services through professional reading and monitoring appropriate listservs, attendance at continuing education workshops and conferences, staff meetings, and staff development activities
- Answers basic and complex questions about the makerspace equipment and facilitates the activities in the makerspace
- Coordinates, plans, and implements appropriate makerspace-related library programs, school visits, outreach, and group tours for library users of all ages
- Provides technology training and instruction, assisting, mentoring, inventory, and research to those using the makerspace area
- Provides training and ensure compliance with safety and health procedures for safe usage of equipment, tools, and machinery
- Operates, maintains, calibrates, cleans, and troubleshoots library makerspace tools and equipment, computers, and printers.
- Assists in the development of processes for equipment utilization, inventory, reporting, safety, and space use
- Assists with implementing new and emerging technology, services, and projects for the makerspace area
- Communicates effectively with all patrons and co-workers
- Maintains confidentiality of all customer transactions and records.

- Provides information and ideas for web page updates
- Knows and implements library policies and procedures
- Assists with gathering statistical information
- Assists in other library departments as needed
- Other duties as requested or assigned

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Knowledge, Skills, and Abilities:

- Exceptional customer service and communication skills
- Sincere desire to provide excellent service to all library patrons and a willingness to be solution-driven in order to provide access to library services and resources
- Ability to work with patrons of all ages
- Proficiency with various hardware and software such as printers, maker technologies, mobile devices, the library ILS, Microsoft Office Suite, databases, graphics programs, and the Internet
- Ability to operate makerspace and library equipment such as printers, cutters, machinery, copiers, computers, tablets, scanners, telephone, fax and have familiarity with makerspace safety practices
- Knowledge of literature in all formats
- Proficient in planning and prioritizing work, with excellent multi-tasking skills
- Ability to maintain poise and composure in all situations
- Thorough knowledge of reference procedures, as well as library policies and procedures
- Ability to maintain effective working relationships with co-workers and supervisors
- Ability to interact with community members and vendors in a professional manner
- Self-motivated to see and do the work that needs done with little or no supervision
- High level of analytical ability to gather and interpret data and to solve complex problems
- Strong attention to detail, even when performing tedious and repetitive tasks
- Ability to maintain flexibility, including the willingness and ability to learn new technology, techniques and methods
- Ability to work in a close environment for a prolonged period of time
- Ability to lift and carry 30 pounds without assistance and move loaded book carts that could weigh approximately 200 pounds when full
- Sufficient visual acuity to distinguish letters, words, and numbers, as well as work with various machines in the maker space, and a wide variety of materials, in both print and electronic format as needed for the position

- Physical dexterity to reach, crouch, squat, kneel, bend, twist, and other similar movements
- Ability to sit for extended periods of time as well as move intermittently throughout the workday
- Ability to provide own transportation in fulfillment of job duties

Note: The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list of duties. Additional duties may be assigned. The position is non-exempt under the Fair Labor Standards rules.