

**RYE PUBLIC LIBRARY
TECHNOLOGY LIBRARIAN
Job Description**

SUMMARY:

The Technology Librarian performs professional library work including technology planning, training, network maintenance and upgrades, and troubleshoots electronic library resources, such as computer hardware, software, databases, Internet, and related equipment.

The Technology Librarian reports directly to the Library Director and assists with the daily management of all library technologies, providing a leadership role in pursuing, implementing, and training of new technologies that improve library service delivery. The position requires a teamwork approach, including active participation in all aspects of daily customer service to the community through material selection, circulation, and reference duties. Schedule includes one evening and occasional weekend hours.

DUTIES:

- Works collaboratively with the Director and library staff to support the library's strategic vision.
- Assists the Director in the following areas: establishing a technology plan, formulating the library's technology budget, recommending electronic resources for purchase, maintaining software licenses, and assisting in the development of technology related policies.
- Offers training for library staff and members of the community on the use of the OPAC, Internet searching, and software applications. This may include off-site training to further the Library's outreach efforts.
- Directs technology / network support for all library technologies.
- Leads digitization efforts for town records and local history collections.
- Assists with the development and maintenance of the Library's web site.
- Serves on call for technology related emergencies.
- Carries out the policies established by the Board of Trustees, and demonstrates a professional demeanor in all interactions with customers and library staff.
- Demonstrates commitment to ongoing professional development and attends meetings at the discretion of the Library Director.
- Participates in daily library services such as, circulation, reference, material selection etc.
- Performs related duties, as assigned by the Library Director.

Customer Service: communicates and interacts with customers (includes co-workers and community members) in a way that exceeds the customer's expectations. Pursues technological advancements to improve public service delivery to constituents.

Advocacy: serves as library ambassador to the Rye community by promoting the value of library services at all times. Utilizes the Rye Public Library's web site as a marketing tool to promote library services and programs.

Collaboration: supports the work of the library team by disseminating information and facilitating group work.

Leadership: participates fully in the library's planning process and mentors staff members in learning and using new technologies.

QUALIFICATIONS:

The Technology Librarian should have an MLS degree from an ALA accredited program and two years of professional experience in a public library; or a bachelor's degree with a major in computer applications or a similar field and three years of professional library experience; or equivalent professional training and experience to perform the job. The position requires a minimum of two to three years of professional library experience installing and maintaining information technology infrastructure; excellent communication skills; the ability to work collaboratively in a team environment; and knowledge of library operations and Microsoft applications. Experience with digitization projects, Photoshop, web authoring tools, and adaptive technology is a plus.

Salary Hiring Range: \$35,000 - \$45,000 (40 hours per/week)

Benefits include: health and dental insurance, paid vacation, holidays and sick days, and participation in the New Hampshire Retirement System.