

Henderson County Public Library

Job Description

TITLE: Makerspace Librarian

POSITION SUMMARY: The Makerspace Librarian will provide general reference services to library patrons and perform work of a specialized nature, including overseeing the makerspace and assisting the Technology Administrator. This is a full-time position that requires 40 hours per week. Hours will vary and include days, nights, and weekends. Dependability and diligent attendance are required.

ESSENTIAL FUNCTIONS:

Specialized:

- Initiate, plan, host, and conduct a variety of programs and activities to encourage the use of the makerspace by children, teens, and adults. Includes preparing or obtaining training materials.
- Work with inexperienced technology users in one-on-one sessions by appointment.
- Actively assist patrons of all ages in the makerspace with a variety of machinery and software including 3D printers, laser engraver/cutter, vinyl printer/cutter, poster printer, Cricut, recording booth, Adobe software, and Corel Draw.
- Train/demonstrate makerspace technology to staff. Inform staff of updates or changes to equipment and/or procedures.
- Create policies and procedures for the makerspace.
- Develop and update training materials and procedure manuals for makerspace technology.
- Maintain equipment and software for the makerspace.
- Able to troubleshoot a variety of devices.
- Seek out and engage with community groups to promote the library and maker services.
- Assist Technology Administrator with maintaining and updating computers for both the public and staff.
- Provide technical support to staff and customers on all aspects of the ILS including functions of cataloging, circulation, and online access.
- Working knowledge of PC and Mac operating systems and Microsoft Office Applications.
- Keep abreast of trends in technology.

General:

- Maintain good relations with public and staff.
- Actively assist patrons in identifying and locating information using computerized and print resources.
- Follow and enforce policies and procedures consistently.
- Attend and participate in meetings, workshops, and conferences as appropriate.
- Perform other duties as assigned.

EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree or a combination of post-secondary education and relevant work experience required.
- Public Library experience preferred.
- Familiarity with makerspaces preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of personal computer hardware and operating system software.
- Knowledge of personal computer applications and software packages.
- Skill at providing training and support for patrons and staff.
- Ability to acquire and demonstrate working knowledge of new hardware, equipment, and emerging technologies.
- Ability to acquire and demonstrate working knowledge of new and/or unfamiliar software.
- Ability to effectively communicate technical information that may be difficult for patrons to grasp.
- Ability to deal with difficult patron behavior.
- Ability to create a welcoming environment for public and staff.

PHYSICAL REQUIREMENTS:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required for the majority of the day to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

SPECIAL REQUIREMENTS:

Requires obtaining the appropriate certification from the Kentucky Board for the Certification of Librarians.

SUPERVISORS:

Technology Administrator, Associate Director, and Library Director