



PHELPS COMMUNITY MEMORIAL LIBRARY
8 BANTA STREET, SUITE 200, PHELPS, NY 14532
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

INFORMATION TECHNOLOGY SPECIALIST

DESCRIPTION

Under the supervision and general direction of the Library Director, this employee is Lead OWWL Technician and performs customer service, materials circulation, technology, and programming functions at the Phelps Library. Work is evaluated through observation while work is in progress and by inspection of completed assignments. It is a part-time position that includes some evening and weekend work.

ESSENTIAL JOB FUNCTIONS

- Performs circulation tasks
- Performs primary processing of materials (copy cataloging)
- Assists with collection development
- Assists with organizing special events and projects
- Maintains technology updates and repairs and identifies technological issues.
- Assists and instructs patrons in the use of library resources, tools and technology
- Responsible for creating and maintaining Intermediate, Teen & Scouting Programs
- Supervises adult and teen volunteers.
- Assists in maintaining social media, programming calendar, and staff schedule.
- Trains staff on new technology and software
- Supervises the maintenance and repair of materials
- In the absence of the Director, handles day-to-day issues and contacts board and landlord regarding problems
- Assists the Director with the STEAM Lab Makerspace
- Ability to interpret and implement policies and procedures
- Performs other duties and responsibilities as assigned by the Director

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to model and provide exemplary customer service
- Working knowledge of computers beyond basic computing
- Working knowledge of makerspace tools and technology
- Interested in current and innovative library trends
- Excellent interpersonal, verbal and written communication skills; ability to communicate effectively with various constituents
- Ability to willingly attend and participate in training sessions
- Ability to lead workshops, instruct and teach groups of all ages and skill levels
- Team player, ability to lead and thrive in a collaborative work environment
- Interact positively with staff, volunteers, library patrons, and community
- Ability to work well under pressure, prioritize projects and is detail/deadline oriented
- Ability to identify and analyze a strategic direction and to develop and implement programs and activities to address areas of community interest/need

EMPLOYEE SAFETY

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for reporting any conditions within the building or grounds that may be hazardous to employees, volunteers, or staff assigned to the building to the appropriate administrator.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High School Diploma. Education beyond high school is desirable.

REQUIRED LICENSES AND CERTIFICATES

None