

Title: Digital and Maker Services Advisor

Grade: 6

Average Weekly Work Hours: 25

FLSA Classification: Non-Exempt

Overview:

Are you a team player who excels at providing extraordinary customer service? Do you have an aptitude for digital technology from apps to 3D printers? Do you enjoy teaching children, teens and adults about these technologies while working in a collaborative work environment? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a part-time (25 hours per week) Digital and Maker Services Advisor with a positive demeanor and a customer centric focus to join our team.

Our team is committed to the library's vision of inspiring individuals, engaging communities and enriching lives every day.

Key Duties and Responsibilities:

- Assist individuals of all ages with a variety of technology classes and programs including maker programs, assisting with drop-in technology and one on one instructional sessions.
- Assist in the development, teaching and evaluation of a variety of technology and maker programs for all ages including youth, teens and adults.
- Promote and maintain the makerspace vision and statement through its services, technologies, programs, outreach events, displays, and handouts within the context of the library as a whole.
- Stay current with all technologies as well as emerging technologies.
- Help with maintenance of circulating and non-circulating technologies, including, but not limited to Android tablets, iPads, sewing machines and maker kits.
- Conduct inventory maintenance
- Generate and maintain reports and statistics as needed.
- Perform other duties as assigned.

Qualifications:

- Bachelor's Degree in a related field or a minimum of 2 years relevant experience required.
- Excellent customer service and interpersonal skills to communicate effectively both orally and in writing with an ethnically and age diverse public and staff, and to work independently and with interruptions.

- Knowledge of relevant technologies such as, but not limited to basic CAD and vector drawing design, video/audio production, photography, graphic design, sound recording and set up, coding and emerging technologies as well as an interested in learning about digital technologies and makerspace initiatives.
- Expertise with Microsoft Office, the Internet, and related open source applications.
- Familiarity with Apple, Microsoft, and Android systems.
- Experience with general troubleshooting and maintenance of computers and other equipment.
- The ability to organize, prioritize, be detail-oriented, and possess time management skills.
- Ability to read computer screens; type accurately; and move about service area easily; and push and pull carts weighing up to 40 pounds as well as lift and sorts materials of various weights up to 50 pounds.
- Fluency in a second language desirable.
- Familiarity with and interest in teaching technology classes and providing maker programs for all ages including youth, teens and families.
- Must have reliable transportation and be able to work days, evenings, weekends, and holidays.

Hourly rate of \$18.25. This position is eligible for pro-rated vacation and sick time and IMRF participation. To apply, send resume via e-mail to HR at hr@itpld.org Please include the job title in the subject line. No phone calls please.