Technology Coordinator

General Statement of Responsibility:

Tiverton Library Services seeks a full-time, service-oriented Technology Coordinator. The Technology Coordinator is responsible for maintaining the library's technology infrastructure, organizing digital literacy classes for patrons, and assisting staff with in-house technology needs.

This is a 35-hour per week position with health, dental, and retirement benefits available. Vacation, sick, and holiday time are included. Wage is $21.98/hour. The position requires at least two weekday evenings and rotating Saturday hours.

General Duties:

- Serves as the primary technical support for library hardware and software.
- Works with Ocean State Libraries (OSL) staff to schedule updates and maintain backup for library server, network and other equipment.
- Performs routine maintenance on all library equipment including new installation.
- Troubleshoot user (library staff and patron) problems with hardware, software, and peripheral equipment.
- Coordinate, manage, maintain and update website, social media accounts, digital signage, calendar and other communication.
- Maintains library presence and information on OSLX.
- Provide digital literacy training for patrons and staff.
- Assists in setting up equipment for demos, workshops, programs, and meetings.
- Attend regional and professional meetings pertaining to technology.
- Demonstrated ability to manage technical and other projects and tasks effectively.
- Monitors the library building’s security, telephone, and network systems
- Assist at information desks as needed.
- Performs other duties as requested by the Library Director.

Qualifications:

- A Master’s in Library and Information Science preferred, but other degrees and experience in relevant work are considered.
- Knowledge of current and emerging technologies and implementation possibilities.
- Ability to conduct digital literacy programs.
- Ability to function as a member of a team to achieve library goals and objectives.
- Ability to provide effective customer service.
- Ability to exercise and initiate independent judgment and common sense.
- Excellent written and oral communication skills.
- Ability to seek innovative uses of technology to further library service goals.
• Ability to manage technical and other projects and tasks effectively with minimal supervision.
• Must possess a valid driver’s license in order to travel to branch and attend relevant meetings and workshops.

**Supervisor:**

Receives general supervision from Library Director

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