



HOLBROOK PUBLIC LIBRARY

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Holbrook, Massachusetts 02343
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TOWN CLERK

07/29/19

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HOLBROOK

Technology Librarian/Assistant Director

The Holbrook Public Library seeks an innovative, creative and service-oriented professional for the position of Assistant Director of Technology and Administration. The Technology Librarian is a member of the management team of the Holbrook Public Library. The position's main focuses are on the technology/networking needs of the library and administrative duties. The position is covered by an individual contract with the Board of Library Trustees of the Holbrook Public Library and is overseen by the Library Director. AA/EOE

Technology Duties:

- Administers and maintains the integrated library system (currently SIRSI Workflows), electronic resources access, and discovery platforms; troubleshoots issues that may arise with these tools.
- Provides technical expertise, day-to-day administration, and broad support for traditional and emerging library hardware and software solutions and standards.
- Manages library systems and platforms and their performances, often in conjunction with the OCLN and library vendors.
- Serves as point of contact to library systems and emerging technology vendors.
- Adapts and/or adopts technologies in support of evolving library reference, instruction, and access services models.
- Works collaboratively with others on systems-related, technology-related, and digitally-based services and projects.
- Provides written reports, assessments, analyses, and documentation as needed and upon request.
- Understands, reports, and responds to library systems-related needs.
- Advises, trains, and teaches staff, and patrons in new library technologies.
- Provides library systems support to library colleagues.
- Participates in library committees as appropriate.
- Participates in responsibilities for library policy decisions and project planning through committee and work group assignments.
- Contributes to the profession and maintains professional knowledge through participation in appropriate state, regional and national library (and related) organizations.
- Stays current with developments in library and educational technologies; stays current with developments in librarianship and higher education generally.
- Assisting the Director with software updates and hardware maintenance.-- Ability to work effectively in a team setting and independently in a changing work environment.
- Broad familiarity with library operations, procedures, and best practices, especially but not exclusively in relation to systems and technology issues.
- Reports directly to and works under the supervision of the Library Director but functions

independently.

- Responsible for coordinating and supporting Library website and Internet services;
- prioritizes support and troubleshooting of administrative LAN
- Maintains records of software licenses, warranty, and repair documentation.
- Responsible for supply, equipment and peripherals budget requests.

Administration Duties (shared with other Assistant Director positions)

- Prepares and files weekly payroll to be approved by Library Director.
- Prepares and files all vendor bills and contact information; vouchers approved by Board of Library Trustees.
- Supervises all professional, support and volunteer staff in the absence of the Library Director.
- Provides instruction in library skills for staff and library users.
- Under the supervision of the Library Director, is responsible for planning, organizing, operating and managing technology driven resources and the automated network system.
- Maintains library website and other related sites and social media accounts.
- Assists Library Director with long-range planning, financial management, budget preparation, collective bargaining agreement issues, and development of recommendations for library policies and procedures.
- Works on cooperative ventures with town-wide groups, keeps informed on trends in the literature and role of department services, takes active role in professional groups and attends workshops and conferences.
- Directs the development, repair and maintenance of the library building and grounds in the absence of the Library Director.
- In the absence of the Library Director, performs his/her duties as necessary to maintain normal Library operations.
- Attends meetings of the Library Board of Trustees when requested to attend.
- Performs other related duties as assigned by the Director.

Qualifications

--Recommended Minimum Qualifications: Graduate of a four year college with a Master's degree in Library Science or an equivalent degree, with two (2) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Salary

\$25.26 per hour 20 hours per week. Schedule may include evenings and Saturdays.

Please send a cover letter, resume, and three professional references to:

Donald Colon, Library Director at dcolon@ocln.org