TIFFIN-SENECA PUBLIC LIBRARY
JOB POSTING

WE ARE HIRING

Tiffin-Seneca Public Library is looking for a creative, enthusiastic individual with a passion for teaching and technology to join our team. This is a full-time opportunity with a starting rate of $17.19 per hour and an attractive benefit package.

TO APPLY

Apply online via Indeed.com, or email your cover letter, resume, and three (3) professional references to jobs@tiffinsenecalibrary.org with “Technology Trainer Search” in the subject line; Applicants may also mail materials to the library via USPS (77 Jefferson St, Tiffin, OH 44883) or drop-off paper copies at our Circulation Desk.

DEADLINE

This posting closes on 8/1/2024.

No Phone Calls Please.

TECHNOLOGY TRAINER (TECHNICIAN)

POSITION DESCRIPTION

Job Title: Technology Trainer/Technician
Hours: Full-Time (39.5 Hours Weekly)
FLSA Status: Nonexempt
Compensation Level: Technician
Starting Rate $17.19/hr
WFH Eligibility This position is not eligible for remote work.
Department: Computer Services
Reports To: Computer Services Manager

JOB SUMMARY

Under supervision by the Computer Services Manager, this staff member trains patrons and staff in the use of computers, digital devices, and other technologies. The Technology Trainer/Technician also assists with the maintenance and management of the library’s computers and related assets.

ESSENTIAL FUNCTIONS

- Provides one-on-one technology instruction and digital literacy assistance to library patrons.
- Offers regular digital literacy and technology-focused programs and presentations to the public.
- Orients and trains staff members in the use of new or existing library software and equipment.
- Assists with writing and administering departmental grants and special funding requests.
- Helps staff members troubleshoot computer issues.
- Assists the Computer Services Manager in deploying, updating, upgrading, maintaining, and decommissioning library computers and equipment as directed.
- Attends relevant training opportunities, webinars, and workshops.
• Maintains regular, predictable on-site attendance.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
• Provides excellent customer service.
• Possesses strong teaching ability and an understanding of adult learning theory.
• Maintains a calm, patient demeanor while instructing a diverse group of library patrons and staff.
• Demonstrates ability to use of a wide range of software and technology skillfully.
• Takes initiative, exercises independent judgment, and prioritizes workload effectively.
• Possesses excellent verbal, written, keyboarding and telephone skills.

ORGANIZATION-WIDE WORK EXPECTATIONS
Every library staff member is expected to:
• Interact professionally with other staff members, patrons, and vendors.
• Perform quality work within deadlines with or without direct supervision.
• Work effectively as a team contributor on all assignments.
• Communicate and coordinate work efforts with others.
• Uphold library performance standards, work rules, and policies.

SUPERVISORY RESPONSIBILITIES
• None

PHYSICAL DEMANDS
• Comfortable with frequent speaking and interaction with the public.
• Ability to concentrate on fine detail with frequent interruption.
• Ability to read from a computer screen for significant amounts of time.
• Ability to lift and move up to fifty (50) pounds.
• Ability to reach, bend, climb, and squat.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions of this job.

SCHEDULE
39.5 hours per week. Schedule may include evening and weekend shifts when required to meet the library’s needs.

TRAVEL
Occasional local, regional, or statewide travel for trainings, meetings, and events is required.

REQUIREMENTS
• Bachelor’s Degree from an accredited college or university
• Previous public library experience preferred.
• Criminal Background Check

NOTE: Any individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.
DESIRED QUALIFICATIONS

- Successful previous teaching and/or public speaking experience are highly desirable for a candidate filling this role.

_Tiffin-Seneca Public Library is an Equal Opportunity Employer. All Tiffin-Seneca Public Library staff are “At-Will” employees. This job description is neither a contract nor an all-inclusive list of duties._