

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](mailto: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**

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