

### NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

#### POSITION DESCRIPTION

POSITION:	EMERGING TECHNOLOGIES LIBRARIAN
SALARY GRADE:	550 (\$44,800 – 67,200)
REPORTS TO:	Executive Director
STATUS:	Salaried - Exempt – Full-Time (37.5 hours/week)

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The duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor subject to reasonable accommodations.

This position supports the NEO-RLS mission to enhance libraries!

#### **PURPOSE**

The incumbent is responsible for enhancing libraries through training, consultation, evaluation and integration of technology use by libraries.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

- Provide tech training to library staffs and their patrons in all areas of automation and technology, including new and emerging technologies.
- Provide consulting services to libraries in areas of automation and technology, including operations, forecasting, budgeting and planning.
- Function as a liaison in technology related matters with outside organizations.
- Attend meetings, conferences and training, as appropriate.

#### **QUALIFICATIONS**

Master's Degree from ALA-Accredited Library School required. Bachelor's Degree and/or previous experience in technology application and training preferred. Must have teaching/training experience; both actual and virtual events, including conceptualization, design, development and presentation of training events.

**KNOWLEDGE AND ABILITIES**

- Ability and interest to learn about and stay current with all aspects of technology as it impacts libraries.
- Excellent oral and written communication skills.
- Skills necessary to analyze and report statistics and data.
- Ability to work independently with strong project and time management skills.
- Develop creative and innovative technology training programs to benefit libraries.
- Employ judgment and discretion when necessary due to access to confidential information.
- All NEO-RLS employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of members, patrons, and staff; maintain a positive and pleasant attitude and be cooperative with members, staff and co-workers.

**EQUIPMENT AND EFFORT REQUIRED**

- Be available to work a flexible schedule that could involve nights and/or weekends where appropriate.
- Must have valid driver's license, appropriate automobile insurance and reliable means of transportation.
- Ability to lift and carry and push a cart of materials weighing up to 30 pounds. Manual dexterity to file items in cabinets from floor level up to 90 inches in height. Manual dexterity needed to operate a personal computer and keyboard, printers, telephone and other office equipment.

The Board of Trustees and the employee shall review this position description annually.

Signatures:

President, NEO-RLS Board of Trustees:

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Date: \_\_\_\_\_

Emerging Technologies Librarian:

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Date: \_\_\_\_\_

**Approved by the NEO-RLS Board of Trustees on August 20, 2013**