



## Boothbay Harbor Memorial Library

4 Oak Street | Boothbay Harbor, ME | 04538 | 207-633-3112 | bbhlibrary.org

### Community Technology Coordinator 20 hours per week

The Community Technology Coordinator (CTC) manages technology implementation and services in the library. The CTC troubleshoots and maintains library hardware in conjunction with, and assistance from, outside vendors as needed; develops and delivers public programs for both young and adult learners; collaborates with community groups to build tech skills in the community; assists library patrons in the use of library services, facilities, and equipment; and works closely with the Executive Director to maintain BHML's digital presence.

#### PRIMARY RESPONSIBILITIES

**(25%) Library technology administration.** The Community Technology Coordinator is responsible for all aspects of the library technology, including the following:

- Performs general PC troubleshooting and routine maintenance (software updates, etc.) of the library's staff and public access computers, laptops and devices.
- Works with outside vendor(s) in managing the library's network environment or as needed to resolve IT issues.
- Instructs colleagues and patrons as needed on how to use various software programs and applications, databases, and new technologies.
- Under the supervision of the Executive Director, maintains and oversees the library's online presence – including website, social media, and monthly e-newsletter.
- Prepares monthly statistics for WiFi usage.

**(75%) Public programming.** The Community Technology Coordinator develops and delivers technology-based programs to both youth and adult learners.

- Creates and coordinates quarterly youth technology programs, and/or designs and facilitates technology-based afterschool club (Minecraft Club, Coding Club, etc.)
- Schedules, prepares, and delivers one-on-one tech help appointments
- Collaborates with community groups to deliver technology skills and programs to the broader community.
- Creates, designs, and disseminates “how-to” one-sheets or screencasts for various softwares and applications.
- Promotes digital literacy

#### QUALIFICATIONS

- Highschool diploma or equivalent required. A Bachelor's degree is preferred. Candidates with three or more years of work experience in a relevant field--in lieu of educational degrees--will be seriously considered.
- The ability to work with a diverse public in a friendly, diplomatic manner is essential.
- Knowledge of Microsoft and Mac OS, GSuite applications, and knowledge of or willingness to learn Adobe Creative Suite is essential.



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- Experience in clerical work of a responsible nature is expected, with accuracy and attention to detail essential.
- Excellent verbal and written communication skills are essential.
- Knowledge of social media, online games, and other internet applications and software is desirable.

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Maintain confidentiality in all patron and staff interactions
- Have or obtain a valid Maine Driver's License
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Exercise a full range of body motion to include standing, walking, talking, listening, stooping, kneeling, and reaching
- Lift up to 25 pounds, with some exposure of weights to 50 pounds
- Adjust focus to include close vision, distance vision, color vision, peripheral vision, and depth perception
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment

### **ACCOUNTABILITY**

The Community Technology Coordinator reports to the library director and is expected to work with latitude for independent action and decision-making in technology matters. BHML is a dynamic library run by a small staff, and as such, staff are accountable to each other. Annual performance reviews are conducted by the library director. There will be an initial three month probationary period followed by an evaluation.

**Library team member.** The Community Technology Coordinator functions as a core component to deliver high-level library services to the community.

- Works to maintain good internal communications among the staff and with the Director about building, staff and service issues.
- Effectively manages time and tasks.
- Participates in and represents the library in community relations activities.
- Enforces Library rules and regulations.
- Performs any and all other related duties as needed.

### **WORK SCHEDULE**

This is a part-time, 20 hour/week position with the option of five 4-hour days, four 5-hours days, or three 7-hour days. Flexibility in scheduling is desired as additional hours are occasionally requested to cover vacation or sick time. Wages commensurate with experience, starting at \$17/hour.