Position Description: This is a grant-funded position through LSTA funds provided by the State Library of Ohio.

Position is from IMMEDIATELY – September 30, 2021
This is a contract position.
Part-time, 20 hours/week @ $15/hour
Receipt of 1099 at the end of the year and will be responsible to pay your own taxes
Travel expenses and project budget will be available.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• **Provide hands-on technology tutoring in one-on-one assistance either on a drop-in basis or scheduled appointments.** Offer step-by-step assistance with basic troubleshooting of common software products, operating systems, browsers, and other technologies associated with library services, including e-readers, tablets, cell phones, and STEAM technology.

• **Plan, schedule and conduct digital literacy training in a classroom setting.** Work with Youth & Adult Services to develop, plan, and lead a series of digital education for groups of all ages in a classroom setting; includes preparing and obtaining training materials.

• **Develop new digital literacy training.** Provide ideas for, plan and lead new technology training based on needs in the community. Promote and educate patrons on the use of online resources such as research databases, library catalog, and library service apps.

• **Engage the community.** Make connections with individuals and volunteers in the community to further partnership opportunities and to facilitate improved technology outreach. Respond to community needs through surveys and other tools. Represent the library to community, media, and professional organizations.

• **Market training and other digital resources.** Prepare and distribute fliers and/or correspondence to announce training programs.

• **Maintain Records.** Maintain accurate records of training programs, along with attendance statistics, as required by the Guiding Ohio Online grant specifications.

• **Maintain Equipment needed to perform duties.** Keep computers, STEAM equipment, and other job related materials maintained and properly stored after use.

QUALIFICATIONS AND REQUIRED SKILLS

• Degree from an accredited college or university or an equivalent combination of higher education, experience, certification, and training which provides the knowledge, skills, and abilities necessary to perform the work associated with this position.
• Ability to use and understand a PC desktop and/or laptop computer, including a mouse, printer, scanner and other peripherals.
• Familiarity with major internet browsers including but not limited to: Internet Explorer, Chrome, Firefox, and Safari.
• Knowledge of common communication technologies such as email and social media.
• Knowledge of design software (Adobe Photoshop, Indesign)
• Knowledge of Microsoft Office products such as Microsoft Word, Publisher, PowerPoint, and Excel.
• General understanding of the functionality of e-readers, smartphones, and tablet computers.
• General understanding of digital media such as eBooks, digital magazines, and streaming video.
• Patient and adaptable to working with users who have varying degrees of computer and office equipment skill and knowledge and possess a teaching mentality.
• Availability to work evening hours and weekends
• Background check will be required, and will be funded by the LSTA Grant Project.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
• Frequent standing, sitting and walking
• Ability to stoop, bend, kneel, and climb step stools
• Ability to lift and carry at least 40 pounds and to push, pull and maneuver book bins, bags, carts and equipment.
• Regularly operate computers, phones and other job related equipment that may have repetitive actions. Ability to read a computer screen and print materials.

GENERAL REQUIREMENTS FOR ALL LIBRARY EMPLOYEES
• Adhere to the library policies and procedures
• Maintain tolerance and sensitivity to the needs of patrons and staff
• Maintain positive and friendly Customer Service skills
• Flexible with regards to scheduling

I have read this job description and discussed it with the Director.

_______________________________________                     _______________
Independent Contractor’s Signature                                          Date

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Director’s Signature                                                         Date