



## **Part-Time Technology Reference Librarian**

### **New Canaan Library Mission**

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in our community

### **Our Values**

Lifelong Learning

Community

Inclusion

### **Role Purpose**

#### **Position is responsible for:**

- Delivering excellent technology and reference and instruction service at the highest standard in person, on the telephone, and online, which includes staffing a busy public reference desk, assisting community members at public business and computer centers, overseeing public meeting room usage, and identifying and responding to community information and technology assistance needs
- Planning and delivering technology and resource instruction for the adult community, including group and individual instruction in consultation with the Manager of Reference and Instruction
- Contribute to the library's web presence by providing information services and technology instruction. Keep and report class attendance data, update calendar content, and create other relevant content for the adult audience in accordance with the library's communication guidelines.

### **Deliverables/Accountabilities**

- Consistent, exemplary reference service to the public at the Reference Desk
- Implementation of the Library's Strategic Plan for Programs for the adult audience with regard to instruction services
- Development and delivery of consistent, high-quality, technology-focused learning opportunities for the community
- Effective communication with other departments to enable seamless delivery of services and to maximize opportunities for collaboration throughout the library

## **Skills, Attributes & Competencies**

- Enjoys working with the public
- Excellent customer-focused service ethos and interpersonal abilities
- Excellent technology and reference skills and grasp of library ethics
- Effective communication skills, both written and in-person
- Well-organized and reliable
- Collaborates well with others
- Self-starter who takes initiative
- Working knowledge of library policies and procedures
- Confidentiality / Discretion
- Ongoing self-directed professional development
- Flexibility

## **Key Functional Relationships**

Manager of Reference and Instruction, Library Director, Reference & Instruction team members, and Manager of Adult Programs.

## **Requirements:**

- Bachelor's degree required, MLIS preferred
- Passion for promoting digital literacy and library services to the community
- Proficiency in various software and hardware, including MAC and PC Platforms, Microsoft Office, Adobe, Google Workspace, mobile devices, e-readers, A/V and technology troubleshooting
- Ability to operate various equipment associated with library operations, including an online catalog, computer, printer, copier, and scanner
- 20 hours/week, including weekly evenings and weekends in rotation

## **Preferred Qualifications:**

- Prior experience teaching technology classes to the public
- Proficiency in HTML/CSS, Python, or other programming languages
- Experience with Drupal CMS
- Background in computer science
- Previous work experience in a public library setting
- Experience working in a library MakerLab

## **Benefits and Compensation**

- Salary commensurate with experience and education: \$28.00-\$33.00 per hour
- Accrued PTO

This job description conveys information essential to understanding the scope of the Technology and Reference Librarian position. It is not intended to be an exhaustive list of qualifications, duties, or responsibilities. The library administration reserves the right to revise or change job duties and responsibilities to meet the library's needs.