Morton Public Library District

JOB DESCRIPTION

Job Title: Adult Services – Digital Services

Basic Job Function: Work involves managing the library’s online resources, teaching classes on resources available, and working directly with the public at our Adult Information Desk.

Reports to: Director

Work Schedule: 24 hours per week. Must be available to work evenings and Saturdays

Works With: All library staff and public.

Authority: To implement policies and procedures of the library in a fair, consistent manner. Acts as person in charge when working evenings and Saturdays.

Main Responsibilities:

* Maintains online resources including troubleshooting customer issues and monitoring usage
* Offers instruction on online resources both inside and outside the library
* Provide patron computer support and supervision, e-resources assistance, readers advisory and homework assistance at the Information Desk
* Assist users with downloading ebooks
* Troubleshoots basic problems with computer applications and hardware.

Accountability: Accountable for providing quality reference and information service for the public.  
Accountable for managing online database budget.

Qualifications:

* Bachelor’s degree
* Be a self-starter, able to manage multiple projects effectively, and meet deadlines
* Organizational skills and ability to understand library practices and procedures.

We are looking for an energetic, creative individual to provide reference and user instruction to the Morton community. The person in this position will be expected to be tech-savvy, friendly, and conduct computer instruction. Other responsibilities include outreach, and other projects as assigned. Includes evening and weekend hours.