**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Technology Coordinator **SALARY REVIEW:** Annually

**CLASSIFICATION:** Full-time, Non-Exempt

**REPORTS TO:** Library Director

**Duties:**

* Installs necessary hardware and software as needed.
* Maintains inventory of all computer equipment including hardware and software.
* Orders and installs necessary updates.
* Maintains the library website and sustains its established visual identity.
* Recommends core computer competencies for staff and recommends training needs.
* Makes applicable recommendations for new technologies.
* Assists in providing a variety of technology related programs for patrons.
* Acts as liaison with contracted computer maintenance, vendors, and library system personnel.
* Recommends polices and procedures related to own department.
* Serves as person in charge of the building at designated times.
* Provides circulation services as scheduled.
* Provides reference assistance to patrons.
* Provides out of system interlibrary loan service.
* Attends meetings and workshops as required.
* Maintains open lines of communication with staff and fosters the same.
* Cooperates as a member of library management team.
* Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

* Minimum associate’s degree and work experiencein a technology related field.
* Previous library experience preferred.
* Knowledge of computer systems and online databases.
* Ability to learn integrated library system and operate office equipment.
* Willingness to learn new procedures.
* Ability to relate to co-workers in a positive and responsive manner.
* Ability to communicate effectively in English, both orally and in writing.
* Ability to exercise tact, leadership and judgment and direct, coordinate, plan and administer for quality library service to the community.
* Ability to remain calm under pressure.
* Ability to work as schedule requires, including nights and weekends.