**Job Description**

Position Title: Maker Specialist (RPT/PT)

Classification: 7

Supervisor Title: Maker Services Assistant Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library’s Service Standards.

## POSITION SUMMARY

Under the supervision of the Maker Services Assistant Manager, assists in operating and maintaining the library’s maker equipment. Provides direct assistance to patrons in using the library’s maker equipment, digitization equipment and software, and maker media tools. Develops and teaches technology and maker classes. Operates, troubleshoots, and maintains makerspace equipment and instructs patrons on their use.

## REQUIREMENTS FOR THIS POSITION

1. Excellent organizational and customer service skills.
2. Ability to patiently and respectfully instruct and guide users of all skill levels.
3. Experience in developing and teaching technology and maker programs.
4. Experience with maker technologies and equipment (e.g., 3D printing, Arduino, Raspberry Pi, sewing and embroidery machines) and other no, low, or high technologies (e.g., fiber arts, wearable tech).
5. Familiarity with maker media creation and editing tools (e.g., Adobe Creative Cloud Suite, GarageBand, iMovie, mics, cameras).
6. Ability to identify and conduct basic computer troubleshooting and maintenance.
7. Familiarity with Apple, Microsoft, and Android systems.
8. Expertise with Microsoft Office, the internet, and related applications.
9. Working knowledge of audio-visual equipment.

## EDUCATION/EXPERIENCE REQUIRED

Bachelor’s degree or equivalent knowledge and skill in area(s) related to the
responsibilities of this position.

## ESSENTIAL FUNCTIONS

1. While working the public service desk, instructs and advises patrons on using the appropriate software, tools, and equipment.
2. Helps patrons individually with a variety of technologies including maker media production, maker equipment, digitization equipment and software, and devices.
3. Performs basic operation, troubleshooting, and maintenance for makerspace equipment, and tools including managing inventory for assigned areas.
4. Participates in relevant training, continuing education and/or professional development.
5. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision for near and far.