**Job Description**

Position Title: Manager / Maker Services Manager

Classification: 12

Supervisor Title: Assistant Director

FLSA Status: 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 Assistant Director, the Maker Services Manager maintains a user-centered focus in providing maker and maker space services, programs and equipment. Identifies, explores and advocates for the use of emergent technologies and oversees the running of the makerspace.

## REQUIREMENTS FOR THIS POSITION

1. Ability to work with colleagues in other departments cooperatively, productively, and positively.
2. Excellent communication skills, both written and oral. Ability to communicate with patrons of all ages.
3. Comprehensive knowledge of current library philosophy, trends and practices.
4. Knowledge of budget preparation, administration, and supervisory methods and techniques.
5. Thorough knowledge of current and emergent technologies.
6. Ability to lead and motivate staff.
7. Ability to foster and facilitate staff’s professional development.

## EDUCATION/EXPERIENCE REQUIRED

1. Masters of Library and Information Science from an ALA accredited school.
2. Five years professional experience in a public library.
3. Three years supervisory experience.
4. Intermediate technology and computer skills and familiarity with integrated library systems.

## ESSENTIAL FUNCTIONS

1. Hires, trains, schedules, supervises and evaluates staff: coordinating and monitoring work flow to determine short and long range staffing needs; scheduling staff to adequately meet patron needs; and conducting department meetings on a regular basis.
2. Identify, research, evaluate, recommend, and implement emerging technologies.
3. Coordinates department services and procedures.
4. Provides troubleshooting for patrons on technology in the Maker Services Department and basic library technology including the catalog.
5. Instructs staff and patrons on programming, tools, technology and activities in the Makerspace and within maker services such as 3D printing and design, electronics and coding, eBooks, video and photo creation and editing, and art.
6. Researches, recommends, budgets, and implements the necessary equipment, furnishings, and software for all makerspace and maker services activities.
7. Conduct usability testing and customer research to ensure that all maker and maker services and resources are integrated and designed for ease of use and convenience of the public.
8. Develops and maintains contacts with organizations, individuals, and others to participate and partner with the library regarding Makerspace and Maker Services programs, services and initiatives.
9. Prepares and maintains departmental records, statistics and reports: preparing a monthly report; preparing an annual budget proposal which includes personnel, library materials, equipment, programs and supplies.
10. Serves as Librarian in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
11. Participates in appropriate local, state and national professional organizations.
12. Attends department managers and all staff meetings: providing input to the solution of interdepartmental problems; informing other department managers, the assistant director and the director of changes in departmental personnel and procedures; serving as a liaison between other managerial staff and Maker Services staff.
13. Contributes to long and short range planning and goal setting processes for the entire library.
14. Participates in relevant training, continuing education and/or professional development.
15. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, standing, walking
2. May lift 35 lbs., bending, stooping, climbing, pushing, pulling, reaching, handling and fine manipulation skills.
3. Vision: near, far; color.