



Librarian, Technical Trainer Full-time, 40 hrs./ wk.

Opening Date: September 13, 2012

Closing Date: Open Until Filled

Posting Type: Internal/External

Salary Range: Grade 9, \$39,790 - \$53,513

Are you the Librarian people go to for help with an e-reader or I-Pad?

Then don't miss this opportunity to join Pueblo City County Library District as our new **Librarian, Technical Trainer!**

This new position will support the Library District by providing expertise in digital and emerging technology services by training staff and customers and meeting customer requests by demonstrating how to use applications, devices and navigate on the web. In addition they will assist staff and customers with use of PCCLD's new technology resources by creating tools and developing workshops.

The Librarian, Technical Trainer works under the supervision of the R&RA Supervising Librarian with a district wide focus. This position involves extensive interactions with district wide staff, customers, the IT department, co-workers and technology vendors and resources. Work requires the ability to teach adults using a variety of learning models. Must possess excellent communication skills, diplomacy and the ability to resolve customer issues.

About the Position:

Acts as the key technology trainer for the library district by assessing needs, developing materials and delivering training programs to staff and customers.

Uses effective training techniques to engage a wide variety of learners and ability levels.

Acts as a main point of contact for staff and customers seeking assistance with public computer services, digital and emerging technologies.

Serves as the primary interface for the Library District to perform research into emerging technologies and identify how their use may be applied to PCCLD services and collections.

Identifies staff and customer needs in regards to digital and emerging technologies and develops strategies to meet those needs including developing teaching aids and tools.

Provides technology assistance and introduces new technologies to library staff, volunteers and customers at all library locations.

Networks with outside technology groups and vendors including outside library technology groups to identify emerging trends for technology use in library settings.

Assists customers with performing research into digital and new technology inquiries including software, applications, publishing vendors, operating systems and hardware.

Coordinates with Community Relations in creating user tools and brochures on how to use PCCLD's technology resources.

Provides general reference assistance by helping customers locate materials, answers questions, places holds, completes forms, confers with other staff and makes referrals to other organizations and agencies; instructs customers in the use of print and on-line materials, equipment, and technologies.

Resolves customer issues and communicates library policies and procedures to customers.

Who are we looking for?

A Masters Degree in Library Science from a college or university accredited by the American Library Association is required, plus a minimum of 3 years of progressively responsible work experience involving technology in a public library setting is required.

Skills and Abilities:

Knowledge of adult materials in print, electronic, periodical, video, digital and other mediums.

Expert level of knowledge around the field of digital and emerging technologies.

Possess a strong working knowledge on use of Microsoft operating system and software. Knowledge of other Internet software and media applications, digital technologies, android and Apple software a must.

Ability to plan, instruct and transfer information to a diverse population; knowledge of adult learning models.

Demonstrated ability to develop programming that meets the community's needs.

Knowledge of research techniques, reference resources, databases and internet resources.

Ability to work independently and as a team member to plan, develop, organize and execute job assignments.

Excellent customer relations skills and the ability to deal with difficult situations and resolve issues.

Ability to conduct reference interviews.

Applicants must pass a criminal background investigation. Must have good driving record, current Colorado Driver's License and automobile insurance.

How do I apply?

Submit a completed PCCLD Employment Application, letter of interest and resume. Email: sara.rose@pueblolibrary.org.

Mail: PCCLD, HR, 100 E. Abriendo Ave., Pueblo, CO 81004

Fax: 719-562-5609

Obtain an application by visiting www.pueblolibrary.org.

Equal Opportunity Employer