



City of Lake Oswego, Oregon

Job Description

TECHNOLOGY LIBRARIAN

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 166

Job Code: 5021

Class Summary

Responsible for researching, analyzing, implementing, administering, and managing hardware and software solutions for library staff and patrons. Coordinates with the City's IT department to manage the library's web content, supports library staff and management with custom software solutions, and manages the library's digital local history collection. Carries out departmental projects, and performs other duties as assigned.

This class is distinguished from the Librarian series as it requires specialized knowledge and expertise in programming languages, web content management, graphic design, mass communication, data analysis, and digitization of resources.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Coordinates and administers digital content on both local and hosted servers for the library. This includes database administration, web presence and user interface, addition and deletion of materials.
2. Evaluates, selects and administers hardware and software solutions for library staff and patrons. Acts as a liaison with hardware and software vendors. Provides technological support to library employees and volunteers, including resolving hardware and software problems and providing training.
3. Develops structure and functionality for library web pages. Coordinates with library staff and Information Technology staff to ensure needs are met and web practices are consistent with city standards.
4. Coordinates digitization of and access to local history materials, often in partnership with community organizations. Selects, operates, troubleshoots, and provides training on specialized equipment such as digital film readers, large format scanners, and overhead camera scanners for the purpose of historic material digitization.

5. Coordinates and troubleshoots delivery of virtual content for staff trainings and public events, including operating in-house video recording equipment, using audio and video editing software, livestreaming, and coordinating with public access TV and outside event venues.
6. Responds to requests from management for specialized information and communication tasks related to targeted marketing utilizing complex software tools to analyze and expand library services to the community.
7. Prepares customized, complex reports and data extraction on library collections, services, and patron usage for materials management, process examination, and system change considerations.
8. Provides excellence in internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution.
9. May perform Librarian II duties such as answering reference questions, selecting materials for purchase and managing collection areas as assigned, planning, preparing and presenting divisional programs, and making public presentations to community groups.
10. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Computer software administration and reporting methods, principles and practices.
- Computer hardware, such as large format scanners and overhead camera scanners.
- Web content management, graphic design, data analysis, and digital archiving.
- CMS, HTML, and CSS as well as audio and video editing software.
- Principles and techniques of technology training.
- Principles, methods, materials, and practices utilized in public libraries.
- Reference sources and methods and other information-acquisition methods.
- English usage, spelling, grammar, and punctuation.
- Personal computers and related software applications.

Skills and Abilities to:

- Administer computer software and implement new systems.
- Organize and prioritize tasks and assignments.
- Strong analytical and problem-solving skills, the ability to oversee complex, detail-oriented work, and an aptitude for applying creative solutions.
- Consultative and collaborative communication and interpersonal skills.
- Commitment to continued professional development and demonstrated awareness of current and emerging trends in information technology and librarianship.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation with a Master's degree in Library Science or Educational Media and coursework in Computer Science or related technical field and four years of related experience; or, an equivalent level of education and work experience sufficient to successfully perform the essential duties of the job listed above.

Licensing and Other Requirements:

Some positions in this classification may require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

May be required to work some evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director	Date
----------------------------	-------------

Human Resources Director	Date
---------------------------------	-------------

Employee	Date
-----------------	-------------

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.