

Library Technician (Makerspace Specialist)

DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: Library Director
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No



GENERAL PURPOSE

Perform paraprofessional duties within the library requiring knowledge of library operations, programs, and procedures, including makerspace equipment and software, public programs, technology instruction, community building, and outreach.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director. May receive day-to-day direction from Librarians.

SUPERVISION EXERCISED

Supervision is not a function assigned to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Staffs the makerspace, which includes creating a welcoming and collaborative environment, assisting members of the public in using makerspace equipment and software, explaining and enforcing makerspace policies, coordinating credentialing and access, answering inquiries about the space and equipment, giving tours of the space, developing positive relationships with makerspace users, opening and closing the space, handling money, maintaining a clean and organized space, and ensuring a high level of safety at all times in the makerspace.
- Assists in creating and coordinating a schedule of offerings for the makerspace, including group classes, orientations, open lab time, and individual appointments.
- Assists in planning, delivering, and evaluating maker programs and outreach opportunities for children, teens, and adults.
- Assists in publicizing and marketing makerspace offerings.
- Maintains makerspace equipment, including troubleshooting and performing minor repairs and coordinating with vendors on larger repairs or replacements.
- Coordinates, orders, receives, and organizes supplies.
- Collects and analyzes usage data and other data, including for reporting to external stakeholders.
- Stays on top of trends in community makerspaces as well as the interests of the local community to evaluate current technologies, programs, procedures, and outreach opportunities and recommend new ones.

- Trains other staff, interns, students, and volunteers on makerspace policies and practices and in the use of makerspace equipment and assist other staff members in fabricating items to support other library initiatives.
- Contributes to the overall vision and goals of the makerspace.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Works evenings and weekends as required for the operation of the makerspace.
- Contributes to other library operations as assigned or required.

PERIPHERAL DUTIES

- Builds relationships with other maker organizations, educational organizations, businesses, and individuals in the community to ensure the library's makerspace is part of a continuum of offerings within the community.
- Develops a pool of makerspace volunteers and external instructors or mentors.
- Identifies funding opportunities and writes and administers grants.
- Presents to City Council and other stakeholders about the operations and impact of the makerspace.
- Contributes to the overall vision and goals of the library, especially as they relate to technology and making.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Must be 18 years of age or older.
- b. Graduation from a high school or GED equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Strong interpersonal skills, with demonstrated success in working with people from many ages, backgrounds, and perspectives.
- b. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm, courteous, and solutions-focused in stressful situations.
- c. Ability to work both independently and in a collaborative team environment.
- d. Commitment to public service and community.
- e. Enthusiasm for learning new things, a flexible approach, and an orientation to mistakes as opportunities to learn and innovate.
- f. Ability to adhere to safety and confidentiality policies.
- g. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- h. Strong organizational skills.
- i. Demonstrated problem-solving skills.
- j. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- k. Strong attention to detail.
- l. Proficiency with Microsoft Office.

SPECIAL REQUIREMENTS

- Must obtain valid CPR/First Aid Card as offered.
- Must pass a background check.

DESIRED QUALIFICATIONS

- a. Previous experience with makerspace technologies, coding, and/or digital design or creation tools.
- b. Previous experience in community education, especially nonformal or self-directed learning.
- c. Previous public library experience.
- d. Spanish language fluency.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing; spreadsheets; desktop publishing; editing video, audio, and images; and other related software.
- Consumer-grade maker equipment such as a laser cutter, 3D printer, digital cutter, heat press, sewing machine, laminator, breadboards and electronic components, soldering kit, educational robots, and button maker.
- Typical office equipment such as copier/printer/scanner, telephone, barcode scanner, and comb binder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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.

I acknowledge that I have received a copy of the **Library Technician (Makerspace Specialist)** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Library Technician (Makerspace Specialist)

Date

Print Name: _____

Library Director

Date