



Job Opportunity - REFERENCE DEPARTMENT

JOB CLASSIFICATION: Contract Employee*- Guiding Ohio Online Technology Tutor:
40 hours per week/ \$15 per hour

*This position is made possible by a grant administered by the LSTA (Library Services and Technology Act) and funded through IMLS (Institute of Museum and Library Service).

MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent; Bachelor's Degree preferred. Evening and weekend hours are required. A valid driver's license and access to a reliable vehicle are required. Must be a U.S. Citizen, National or Lawful Permanent Resident. Ability to: read and write effectively, and communicate in both written and oral form; work extensively with electronic resources. The successful candidate must be able to meet and serve the public in a positive and pleasant manner, have an interest in books, media and software. A strong commitment to excellent customer service is required. An individual who may pose a direct threat to the health and/or safety of him/herself, staff, trustees, or the public in the work place will be considered not qualified for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively (oral & written).
- Must possess strong public speaking skills and a teaching mentality.
- Must be able to work efficiently and effectively with the library's computer resources and digital services.
- Ability to use and troubleshoot PC desktop and laptop computers; familiarity with internet browsers.
- Ability to explain complex technological concepts in simple and clear terms.
- Knowledge of email and social media services.
- Comfort using Microsoft Office products such as Microsoft Word, Publisher, Powerpoint and Excel.
- Comfort using smartphones, tablet computers and eReaders; preferably Android and iOS devices.
- Ability to foster and encourage library use for all ages.

RESPONSIBILITIES:

Under general supervision of the Head of Reference Services, conducts formal computer classes in a presentation style, hosts one-on-one tech tutoring session by appointment or on a drop-in basis at all branches of the Lima Public Library. Exercises moderate judgment in work, within established policies and regulations. Works with minimum supervision.

TYPICAL DUTIES

- Plans, creates, schedules, and conducts computer training in a classroom setting; includes preparing, or obtaining training materials.
- Works with inexperienced computer users in one-on-one sessions by appointment, or on an as-needed basis.
- Maintains accurate records of training programs offered and attendance statistics.
- Represents library to community, media, and professional organizations.
- Engage community organizations in partnership opportunities to facilitate better technology assistance to the broader community.
- Market computer classes and training, along with the library's digital resources.
- Ability to provide excellent customer service
- Performs other related duties as required.

Please send cover letters and resumes to Dani Hollar, Head of Reference Services, at Hollard@limalibrary.com; or complete an application at the main Lima Public Library location at 650 W. Market St. Lima, OH 45801.