**MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION**

**Massillon Public Library is looking to fill the position of Technology Trainer**

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**POSITION DETAILS:**

Position Title: Technology Trainer

Reports To: Technology Manager

Position Type: Non-exempt, hourly

Part time/Full time: Full-time--34 hours

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**PURPOSE:**

* To provide greater access to current technology for patrons and staff by offering opportunities for learning in a class setting and in one on one interactions.

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**QUALIFICATIONS:**

* Minimum educational qualifications and experience include a high school diploma or GED equivalent with 3 years of computer work experience OR 1 year of post high school computer training and 1 year computer work experience
* Must have knowledge of basic e-book technology and office productivity software (i.e. MS Office, GIMP, Paint)
* Working knowledge of research databases and online catalogs, a plus
* Working knowledge of Windows PC hardware and operation
* Customer service experience, preferably in library environment, desirable
* Must have acceptable results on a criminal background check

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**ESSENTIAL FUNCTIONS:**

* Establish a set of courses to teach the public at main library and remote branches
* Establish and maintain a quarterly course layout for public and internal calendar posting
* Teach multiple technology courses per week at varying times, days of the week, and locations for patrons and staff
* Maintain an accurate inventory of course descriptions, both past and present, for patron access
* Cover the desk in the Computer Center assisting patrons with their technology needs, including but not limited to:
  + How to locate an Internet site using a URL or search engine
  + General use of office productivity software and various pre-installed software
  + How to set up and access e-mail accounts; including sending large attachments
  + Basic assistance with popular internet sites (twitter, Facebook, LinkedIn, Pinterest, etc.)
  + How to print or scan information
  + How to save information to storage devices (i.e., CD, and USB)
* Follow appropriate cash handling procedures
* Assist staff and patrons on use of ‘new technology’ (i.e.: Tablets, e-readers, cameras, smart phones)
* Communicate clearly—in “layman’s terms”, listen attentively and follow up promptly with patrons as necessary
* Maintain regular and reliable attendance
* Abide by established Library policies
* Handle physical aspects of position which include, but are not limited to: sitting, standing, bending, stooping, moving, reaching, and manual dexterity required for computer work, and lifting up to 35 lbs.
* Attend appropriate meetings and workshops
* Perform other duties as assigned by supervisor

*NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.*

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**SCHEDULE:**

* To be determined by supervisor

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**HOW TO APPLY:**

* To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>
* Please submit the completed application, a cover letter, and resume by mail to:

Mardea Harden, HR Manager

Massillon Public Library

208 Lincoln Way East

Massillon, OH 44646

* The documents may also be scanned and submitted as email attachments to: [hardenma@massillonlibrary.org](mailto:hardenma@massillonlibrary.org)
* Deadline for application: 3-18-20

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***EQUAL OPPORTUNITY EMPLOYER***