



NORWALK PUBLIC LIBRARY

46 WEST MAIN ST., NORWALK, OH 44857

419-668-6063

The Norwalk Public Library is looking for its newest management team member!

Position Summary: (Tech Supervisor/ Training Coordinator) Professional supervisory position responsible for assisting Director with all aspects of technology, training, and onboarding new employees. Provides leadership, vision, and oversight to the library. Will be responsible for coordinating, planning, and executing technology programming and training. Keeps abreast of new technology and resolves technical issues with library equipment and other devices for staff members and the general public.

Education and Experience:

A combination of education and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum 3 years public library experience. An Associate degree or equivalent course work is highly preferred. Employee will have familiarity with Microsoft Systems, Office Suite, VOIP phone systems, Sirsi Dynx, and Drupal 8.

Characteristics of the Desired Applicant: Must be 21 or older, have a passion for public libraries, must be an outgoing, friendly person with a great sense of humor, should be able to tolerate working in complete silence and mass chaos, comfortable with corny jokes and laughter. Organization, public speaking, and supervisory experience will contribute to being a successful team member.

The Good Stuff: \$18 per hour; vacation, sick leave, personal and flex time, paid holidays, OPERS, and medical insurance.

30 hours per week- Variable schedule must be able to work days, evenings, and Saturdays

Email Resume and Cover Letter to the Director, Stacey Church

stacey.church@norwalk.lib.oh.us

or if you prefer to apply online, posting is available on Indeed.

NPL is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.