

Makerspace Librarian

Geneva Public Library / Ashtabula County District Library

Are you a passionate leader with a knack for fostering creativity and innovation? With the expansion of the **Geneva Public Library** nearing completion, the Ashtabula County District Library is seeking a dynamic personality to spearhead our new makerspace/tech lab. If you get excited about having the chance to challenge and inspire a local community of all ages with hands-on STEM and STEAM experiences, this job is for you!

In this role you will blend your love for people, teaching, and instruction with cutting-edge technology as you guide patrons through the wonders of 3D printing, laser engraving, audio-visual production and more using Adobe, Corel Draw, and/or similar software.

Join us as we expand our efforts in making the Geneva Public Library a community hub of creativity and learning. And as this is a brand-new position, you'll get to create the job you've always wanted!

Benefits include paid vacation days, paid sick time, 12 paid holidays, medical, dental, vision, and life insurance, and OPERS retirement. For a complete description of this position, please visit www.acdl.info/about-us/careers

Please submit Resume and Cover letter to:

Ryan Whelpley, Branch Manager
Geneva Public Library
860 Sherman St.
Geneva, OH 44041
rwhelpley@acdl.info

Resumes will be accepted through **May 30, 2025**.

The Geneva Public Library is located in Ashtabula County, Ohio: Lake Erie in your front yard with 18 covered bridges, a plethora of wineries, and a county-long hiking/biking trail in your back yard. Snow in the winter, beaches in the summer, and a low cost of living to boot!

**ASHTABULA COUNTY DISTRICT LIBRARY
POSITION DESCRIPTION**

DATE:	<i>May 2025</i>	SALARY RANGE:	<i>\$17.50 - \$29.00</i>
DEPARTMENT:	<i>Geneva Library Branch</i>	HOURS OF WORK:	<i>40 hours, requires evenings & weekends</i>
POSITION:	<i>Makerspace Librarian</i>	LOCATION:	<i>Geneva Public Library</i>
CATEGORY:	<i>Librarian I</i>	LENGTH OF JOB TRAINING:	<i>6 months / 1 Year</i>
IMMEDIATE SUPERVISOR:	<i>Geneva Branch Manager</i>	SUPERVISOR:	<i>Director</i>
		CAREER TRACK:	<i>Branch Manager / Director</i>

OVERVIEW:

The Makerspace Librarian provides customer service, programming, oriented technical training, and support, ensuring total functionality of makerspace equipment utilized by library patrons and library staff. This position works both independently and as a part of a team by providing support in other areas of the library including Circulation/Adult Services and Youth Services.

ESSENTIAL FUNCTIONS:

- Answer basic and complex library and technology questions using print and/or electronic resources while facilitating activities in the makerspace;
- Coordinate, initiate, plan, host, and evaluate a variety of developmentally appropriate STEAM and DIY-related educational, cultural and/or library-oriented makerspace programs, school visits, outreach, and/or group tours for patrons of all ages, both individually and in collaboration with library staff from other library departments. Includes preparing or obtaining training materials;
- Actively assist patrons of all ages in the makerspace with a variety of equipment and software including, but not limited to, 3D printer, laser engraver/cutter, large format printer, Cricut, embroidery machine, vinyl printer/cutter, audiovisual creation equipment, Adobe, Corel Draw or similar software;
- Organize the makerspace lab and create/amend procedures using best practices for safety, compliance, and collaboration with the library community of users;
- Train/demonstrate makerspace technology to staff, especially in regard to safety. Keep staff informed of all updates and/or changes to equipment or procedures;
- Analyze community needs, cultural trends, and emerging library practices to inform and expand maker services;
- Seek out and engage with community groups to promote the library and maker services;
- Conduct outreach using makerspace ideas/equipment (where practical) with special attention to underserved or marginalized populations;
- Maintain makerspace equipment and track inventories; request purchase of supplies as needed;
- Maintain a clean, safe, and efficient work environment that is welcoming to all;
- Identify, troubleshoot and resolve makerspace hardware and software issues;
- Advise Library leadership regarding makerspace issues and needs, and make recommendations for improvements and new acquisitions related to patron needs;
- Assist at public service desks at the Geneva Public Library as availability and necessity dictates.

This list is illustrative of the types of duties and responsibilities associated with this position. It is not intended to be an exhaustive listing of each and every essential function of the job. These duties and functions may be adjusted from time to time as the needs of the library may warrant.

The Makerspace Librarian promotes a positive work environment by maintaining respectful and courteous interactions at all times, builds relationships within the community, and provides excellent customer service by demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability or background.

QUALIFICATIONS:

A. Education/Experience: Four-year college degree required; STEAM related undergrad and/or Master's Degree in Library Science from an American Library Association (ALA) accredited institution highly preferred. Compensation dependent upon education/experience. Must be able to pass a background check.

B. Knowledge of and Abilities:

- Knowledge of the basic ethics and values of public library service;
- Knowledge of principles of STEM/STEAM and maker programs for all ages;
- Ability to effectively coordinate activities of the library makerspace, assessing and analyzing current levels of services and materials, making necessary adjustments to ensure high quality library services to all patrons;
- Ability to successfully interact with library users of different ages and with differing skill levels;
- Ability to assess and interpret patron needs using initiative and creativity to change course or to solve problems;
- Ability to balance strong leadership with flexibility and teachability;
- Ability to establish and maintain harmonious and effective working relationships with coworkers, patrons, user groups, community organizations, and volunteer groups;
- Ability to follow through and achieve results as directed;
- Possess professional judgment and discretion to process confidential information;
- Excellent oral/written communication;
- Ability to remain calm, courteous, and solutions-focused in stressful situations;
- Ability to work independently and in a collaborative team environment with little supervision;
- Knowledge of, experience with, and ability to learn and stay current with emerging technology;
- Strong organizational and demonstrated problem-solving skills;
- Strong attention to detail;
- Commitment to public service and community.

C. Desirables:

- Knowledge of principles and practices of library and information sciences including but not limited to intellectual freedom, censorship issues, and library trends;
- Previous experience with makerspace technology and equipment;
- Instructional experience with individuals and small groups;
- Infectious enthusiasm and general good humor;
- One or more years of public library experience;
- Experience working with teens and tweens;
- Spanish language is a plus.

EQUIPMENT AND EFFORT REQUIRED: Sufficient clarity of speech and hearing to communicate well with staff and guests. Sufficient vision to produce and review a wide variety of materials, written correspondence, reports and related material in both electronic and hard copy form. Sufficient mobility to move freely about in an office environment and to attend meetings/events in various locations within the Library service area. Manual dexterity for handling general office forms and mail supplies. Ability to use and file items in file cabinet up to five feet in height. Ability to move items and materials up to 40 pounds in weight. Ability to operate typical office equipment: telephones, microcomputers and related peripherals and software, copier/printer/scanner.

PHYSICAL EFFORT AND STRESS:	HIGH	MEDIUM	LOW	NONE
Lifting		X		
Walking		X		
Standing	X			
Climbing			X	
Visual	X			
Limited movement or change of position		X		
Bending		X		

ACCOUNTABILITIES:

- Exhibits thorough knowledge of library policies and procedures including the support of First Amendment rights;
- Demonstrates initiative, self-motivation, and enthusiasm for accomplishing work tasks and assignments;
- Models and promotes ethical and responsible use of information and technology for learning and teaching;
- Ensures all files, forms, and reports are accurately kept and filed within set time schedule;
- Demonstrates ability to assume responsibility for the smooth operation of the Geneva Library makerspace;
- Ensures complete confidentiality of patron records is maintained;
- Ensures all patrons are treated with efficiency and courtesy;
- Maintain harmonious relationships with coworkers and the public to attain excellent library service;
- Evaluates makerspace operations continuously with recommendation for changes and improvements provided to the Geneva Branch Manager and Library Director;
- Keeps Branch Manager informed of praises, opportunities, problems, developments, concerns, and makerspace needs;
- Ensures that adequate advertising, publicity and other PR activities are used to inform the public of services and materials available;
- Ensures makerspace equipment is maintained in good condition and that materials inventories are adequately maintained;
- Establishes a network of contacts outside the library to promote community development and support of makerspace activities;
- Attends and actively participates in community and library meetings;
- Demonstrates clear commitment to continuing education;
- Dependability and diligent attendance are required.

EVALUATION: To be performed annually by the immediate supervisor, who will base evaluation on the job description, observation, and review of work completed and results achieved.