Digital Services Librarian

New Canaan Library
New Canaan, CT 06840

Salary: $51,300-$55,000

Status: Full-time

Position: Digital Services Librarian

Position Description:
To engage our community through digital services and channels
• Provide IT support to the public and staff
• Assist in maintaining the IT infrastructure
• Develop technology workshops and classes that respond to community need and interest
• Compile a broad range of Library metrics
• Participate in cross-departmental projects as required

Position Responsibilities:
Under the guidance of the Digital Services Manager this position is accountable for:
• Working with the Digital Services Team Colleagues to maintain all Library technology
• Responding to Help Desk requests
• Assisting in developing, organizing and providing classes and workshops
• Providing Makerlab support and technical assistance
• Assisting in developing and maintaining the Library's digital presence
• Collecting, analyzing and presenting a broad array of statistical data
• Working 5 hours per week on the Adult Services/ Information Desk
• Instructing staff and public in the use of various digital technologies
• Conducting one-on-one tutorials with public and staff
• Undertaking other projects and assignments as requested

Required Qualifications:
• Strong commitment to customer service
• Ability to prioritize and manage multiple projects
• Knowledge of emerging digital technologies
• Knowledge of 3D printing and scanning
• Collaborative work style
• Good troubleshooting skills
• Strong ability to convey ideas and lead informal learning programs
• Basic understanding of computer networks
• Knowledge of computer databases and statistical analysis
• Knowledge of Windows, MAC and Linux operating systems
• Knowledge of mobile devices and tablets
• Familiarity with Arduinos, RasPis and related electronics

Preferred Qualifications:

• MLS degree (preferred but not required)

Closing Date: Not stated

Special Instructions to Applicants:
Interested applicants should send a cover letter and a copy of resume to Jeff Zaino, Manager of Adult & Digital Services, jzaino@newcanaanlibrary.org