



Washington Free Public Library
Cary Ann Siegfried, Library Director
admin@washington.lib.ia.us
www.washington.lib.ia.us

115 W. Washington St.
Washington, IA 52353
319.653.2726 Phone
319.653.3095 Fax

JOB POSTING – Part-time Technology Librarian

The Washington Free Public Library is looking for a team-oriented individual who is passionate about the many ways technology can be used to challenge youth in building critical thinking and STEM skills, as well as for opportunities to use technology to enhance creativity and quality of life for all ages.

Job Summary: Plans, implements and evaluates library programs and services that assist and instruct library patrons of all ages in using library digital resources more effectively, as well as programs that assist patrons in developing skills to create intellectual and creative content using technology. Positions in this class are considered temporary part-time

Work Schedule: Part-time, 15-19 hours per week. Participates in a regular rotation for evening and Saturday hours.

Essential Job Duties:

- Plan and organize programs for adults that enable more efficient and effective use of the Library's digital collections.
- Plan and implement programs for youth involving the STEM disciplines.
- Works cooperatively with staff and the public to promote the use of digital tools, equipment and resources to serve our community
- Create marketing materials that promote the Library's digital collection.
- Manage the library's web page and social media presence for digital library resources as well as other communication channels created to assist in promoting digital resources.
- Collaborate with other community organizations for library tours, visits, and special events

Knowledge, Skills & Abilities:

- Knowledge the principles and practices of public library services, especially for youth and seniors.
- Knowledge of public library organizational and operational systems such as programming, outreach, reader's advisory techniques and reference services
- Knowledge of personal computer applications, hardware, and software
- Knowledge of customer service principles and processes
- Knowledge of instructional methods for various age groups
- Knowledge of library information technology, systems, and products
- Skill at designing STEM programming for youth that is engaging and enriching
- Skill at communicating clearly with patrons, peers, and supervisor
- Skill at utilizing the Library's integrated library system to provide service to library patrons and to effectively manage library collection inventory
- Skill at counting change and handling money



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- Skill at working with and troubleshooting technology equipment
- Skill at developing creative and unique programs through community input
- Skill at engaging young patrons and creating a welcoming environment for youth
- Skill at creating and maintaining strong relationships with community partners
- Able to manage and prevent conflict, and remain calm and collected during crises
- Able to manage time wisely and prioritize effectively to complete assignments on time
- Able to interact with all library patrons in a friendly, polite, and helpful manner
- Able to appreciate and respect the diversity of peers, volunteers, and patrons
- Able to follow library policies and procedures
- Ability to speak/read Spanish is helpful.
- Ability to adapt to a rapidly changing library technology environment

Education and Experience: Combination of experience, education, and training that provides the required knowledge, skills, and abilities, and is equivalent to a Masters Degree in Library and Information Science (M.L.I.S). ***Prior teaching or instructional design experience preferred and experience working with youth.***

Pay Range: \$16.25-\$23.50 per hour depending on experience and education.

To Apply: A cover letter, resume, and a City of Washington Job Application should be submitted to Cary Ann Siegfried at 115 W. Washington St, Washington, IA 52353 or via email to cary.siegfried@washington.lib.ia.us.

Apply before: February 15, 2023