

## JOB POSTING



**Position:** STEAM Initiatives Coordinator

**Status:** Exempt

**Range:** \$44,410 - \$61,474

**Reports to:** Head of Adult Services

**Supervises:** None

## JOB SUMMARY

The STEAM Initiatives Coordinator manages, develops and delivers innovative digital lab programming in a creative environment. Utilizes hands-on training and collaboration with patrons in support of STEAM (Science, Technology, Engineering, Art and Mathematics) content and resources. Trains and supervises staff to assist patrons in the digital lab. Oversees the digital lab area and equipment. The incumbent can also develop library collections, instruct and assist patrons in the use of library materials, equipment, computers and location of resources.

## ESSENTIAL JOB FUNCTIONS

1. Develops, plans, and implements programs with a focus on emerging technologies for adults and intergenerational audiences, with the possibility of programs for children and teens if time allows. These programs could be presented in or outside the Library that are responsive to community needs while sparking interest, curiosity, and fun, inspiring patrons to embrace their interests and ignite their creativity.
2. Oversees or performs general troubleshooting and required maintenance of digital lab equipment, furnishings and software.
3. Develops a training plan for staff on relevant equipment; informs staff of updates or changes to equipment or procedures.
4. Stays current with technology trends and makes recommendations for new equipment, software and programming while participating in strategic planning initiatives related to the digital lab.
5. Tracks inventory and purchases new consumables related to the digital lab.
6. Assists in the promotion of the digital lab utilizing written, oral, video, web and social media communication.
7. Selects materials to be included in the library collection by subject or age related, fiction or

nonfiction, or by format through evaluation of current titles, future needs, and present collection.

8. Performs computerized searches on in-house, local, regional, and national bibliographic and information databases utilizing various search strategies.
9. Manages resource collections, making optimum use of available shelving and storage facilities in order to have the most heavily used materials out for public use.
10. Orients library patrons to the library and its services.
11. Attends educational programs and reads literature to keep up-to-date on new developments in the library field.
12. Provides reference services, including assistance with literature searches, bibliographies, and answering reference questions.
13. Assist in the preparation of reports and information for staff and Library Board reports.
14. Assists in the supervision, training, and development of volunteers and staff through on-site instruction. Supervision may include the preparation of staff and volunteer schedules as necessary.
15. Supervises library operations and closing of facility during evening and weekend hours in the absence of senior management.
16. May initiate and maintain community contacts and serve on committees and boards at the local and state level.
17. Participates in the formation, development and implementation of planning and visioning for the department.
18. Participates in professional organizations, shares information by networking, teaching workshops, and preparing group presentations in the community and at local, state, and national conferences.
19. Develops grant and award applications to secure funding for library programming and initiatives.
20. Pursues professional development by serving on PDL committees, and attending meetings, workshops and conferences to maintain up-to-date knowledge and skills of pertinent Library policies, procedures and equipment.
21. Performs other duties as assigned.

## KNOWLEDGE, SKILL AND ABILITIES

1. Experience installing and troubleshooting software and hardware, including 3D printers.
2. Passion and knowledge about the use of technologies to support creative, engaged learning
3. An experienced practitioner and mentor in STEAM education.
4. Comfortable with a hands on approach, particularly an ability to improvise with audiences or varied ages, the use of hand tools, electronics, computer software, hardware and various other technologies.
5. Working knowledge and understanding of the principles, methods and practices of public library operations, including search methods, reader's advisory and reference interviews. Incumbent is also required to acquire knowledge of the policies and procedures of Portage District Library.
6. Considerable knowledge of available circulating materials and basic reference sources.
7. Working knowledge of public library computer hardware and software operations (e.g., on-line and CD-ROM databases) and how to access and search them.
8. Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures and professional practices.
9. Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner. Communicate effectively in both oral and written forms.
10. Analytical ability to maintain accurate statistics.
11. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
12. Hearing ability to answer telephone and patron inquiries.
13. Skills necessary to effectively access information on the computer.
14. Ability to operate a variety of library equipment including, but limited to, a computer, fax and copy machine.
15. Must possess the ability to assign, supervise, instruct, and train personnel in a manner conducive and effective to the resources of the library.

## WORKING CONDITIONS

1. Generally will work within a normal office environment with minimal discomfort due to extreme temperatures, dust, and noise.
2. Job requires walking, standing, sitting, bending, stooping and reaching. Requires the use of a video display monitor, keyboard, and mouse.
3. Employees may interact with upset staff and /or public and private representatives in interpreting and enforcing library policies and procedures.
4. Work hours may be varied, including evenings and weekend hours.

## EDUCATION, EXPERIENCE AND TRAINING

1. The job requires a Master's degree in Library Science (MLIS) from an ALA accredited institution.
2. Demonstrated interest in Digital Labs and Makerspaces with previous experience in instruction, programs with emerging technology a plus.
3. One year of professional Librarian work experience preferred.
4. Library of Michigan Professional Certificate.

## HOW TO APPLY

The position includes a salary from \$44,410, dependent upon qualifications. Portage District Library offers a benefit package including – medical, dental, vision, life insurance, disability, retirement savings plan and more. Interested individuals should submit a cover letter, resume, and job application by August 16, 2019 to: Human Resources, Portage District Library, 300 Library Lane, Portage, MI 49002 or send e-mail to: [jobs@portagelibrary.info](mailto:jobs@portagelibrary.info). For additional information, please call Rob Foti at (269) 585-8702. Visit the Portage District Library's website at [http://portagelibrary.info/about/employment\\_opportunities/](http://portagelibrary.info/about/employment_opportunities/) to access job openings and applications.

*Portage District Library is an Equal Opportunity Employer*