W.J. Niederkorn Library

Assistant Director –Technology Administrator

General Summary
Assist the Library Director in providing library services to the Port Washington community. Support the mission of W.J. Niederkorn Library set by the Library Board of Trustees. Focus is on coordinating and implementing technology for the public and library staff. Developing and establishing productive working relationships with the public and library staff.

Essential Job Functions

I. Assist the Library Director with planning of library services and long term goals set by the library board. Create and analyze reports related to programs and services. Act as Library Director in the Directors absence. Perform other duties as assigned by the Library Director.

II. **Technology Maintenance**
Manage and have oversight of vendors related to technology equipment in the building along with a strong background and understanding of technology for libraries, including but not limited:

1. Polaris – Integrated Library System (ILS). Or familiarity and working knowledge of another ILS
2. 3M - RFID – report system to generate meaningful reports to be used by library staff.
3. Envisionsware –technology management software for public computers
4. Wireless management
5. PC troubleshooting for staff and public computers and the ability to install software as needed
6. Work with various computer peripherals, accessories and equipment as needed
7. Monitor the status of the new-to-old list including the removal of labels.
8. Maintain monthly and annual statistics for material added and cataloged.

III. **Public Services**

Assist in public services at the Public Services desks. May require nights and weekend hours. Public Services requires excellent customer services skills.

1. Participate in public services desk shifts and interact with patrons in person, over the phone, and through social media access points.
2. Perform circulation duties
3. Instruct and assist patrons on Monarch Catalog and interpret the Monarch Library System shared system to them. Instruct patrons on library subscription

databases, Badgerlink, Wisconsin Digital Library, RB digital, Libby app and other information resources

4. Follow library policies and procedures and interpret to patrons as needed.
5. Provide reader's advisory to recommend books and use reader's advisory tools to assist patrons in finding books of interest.
6. Assist with collection development.
7. Assist patrons with technology related questions.

Reporting Relationship
Reports to Library Director

Knowledge, Skills, and Abilities Required

● Preference will be given to candidates who have completed an ALA accredited Masters Degree in Library/Information Services. In addition, a degree or completion of some coursework in information technology, computer science or a related field is desirable.
● Working knowledge of technology and computer applications in libraries and ability to determine future trends that may be applicable to the users of the library.
●Excellent interpersonal and presentation communication skills both verbal and written.
●Knowledge of current library services, materials, practices and patron service
Ability to perform professional supervision and administration as applied to library operations

Physical & Working Conditions
● Far vision at 20 feet or further; near vision at 20 inches or less.
● Fingering: keyboarding, writing, filing, sorting, shelving, processing, and picking up and shelving books.
● Lifting and carrying: 20 pounds or less.
● Pushing and pulling: objects weighing 60-80 pounds on wheels.
● Sitting, standing, walking, climbing and stooping, bending, twisting and reaching. Must be able to stand for long periods of time.
● Talking and hearing.
● Ability to use the following: audiovisual equipment, building security systems, calculator, computer workstation, copy machine, fax machine, telephone.
● Must be able to work in environmental conditions exposed to dust, dirt, heat, cold, noise, fumes, odors, vibrations, wetness and humidity and temperature changes.