



JOB DESCRIPTION

Title:	Programming & Makerspace Librarian	Department(s):	Library
Reports to:	Library Director	Location:	Library
FLSA:	Non-exempt	Pay Grade:	Salary Resolution
Shift:	Various	Status:	Full-time
Bargaining Unit:	None	Date:	October 12, 2021

JOB SUMMARY This position is responsible for providing programs and events for all ages, training staff and patrons in the use of Makerspace equipment and maintaining the Makerspace equipment and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Gauges level of service based on community interest and need and provides relevant and meaningful services and programs to the residents of Whitewater and its surrounding service population.
- Develops, plans, and implements programs with a focus on emerging technologies for children, teens, adults, and intergenerational audiences that 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.
- Maintains and critically analyzes a host of ongoing programs while introducing new offerings
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Serves as “person in charge” in the absence of the Library Director or Library Supervisor by assuming a leadership role to address emergency situations, safety issues, and patron feedback.
- Seeks out and engages with community groups to promote the library and maker services.
- Provides library tours and presentations on library services.
- Develops and maintains partnerships with outside organizations and community groups.
- Works on the public service desks providing customer service, which can include electronic reference.
- Oversees the Makerspace. Provides and schedules instruction and programming, coordinates efforts with other staff and departments. Maintains equipment and software for the Makerspace.
- Works with the Library Director to oversee the Makerspace and Programming budgets for the Library. Supports staff with purchasing and makes recommendations for service and equipment improvements in the Makerspace.
- Assists and instructs patrons on library resources.
- Assists patrons in the Makerspace with a variety of machinery, including 3D printers, paper cutting

machines, analog-to-digital transfer equipment, sewing and embroidery machines, etc.

- Maintains confidentiality in all patron and staff interactions
- Assists with the District-wide maker programming kits, providing training to staff from different locations and departments.
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace and while on the public or circulation desk
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making
- Demonstrates flexibility to change direction/priorities based on community need
- Provides input on policy and procedure as needed
- Maintains and cultivates contact with the general community, the school district, University of Wisconsin-Whitewater, other area libraries, city employees, the state library associations and other professional organizations as warranted.
- Performs other job-related duties and projects as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Respond to alert from security system, as needed, if domicile is within ten miles of library building.
- In the absence of library administrative staff, may be assigned responsibility for the facility and its operations in the event of an emergency, such as fire or tornado or a network outage.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work under general supervision of Library Director, or, (in absence of Library Director) Assistant Library Director, however, performs recurring job duties independently.
- Organize work, programs, and priorities with moderate supervision from Library Director and/or Assistant Library Director.
- Some opportunity exists in deciding appropriate procedures, guidelines and methods, while managing time effectively and responding to questions independently.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree with a major in education or library science. Master's Degree in Library Science (MLS) and/or Master's Degree in Library and Information Science (MLIS) with a demonstrated interest in Makerspaces preferred.
- Minimum of one year of library experience preferred; previous experience in instruction, programs with emerging technology a plus. Has the ability to listen to and engage their community to draw out needs and interests. Finds joy in serving the public.

Language Skills

- Ability to communicate orally and in writing.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Mathematical Skills

- Ability to perform cashier duties accurately.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.

Other Qualifications

- Knowledge of recreational and educational needs of adults, young adults and children along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs.
- Knowledge of current trends in library services, literature and other materials for all ages.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge of the Dewey Decimal System and OCLC national database for use of catalogs.
- Knowledge of library procedures and policies.
- Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- Knowledge of literature and reference materials.
- Skill in performing CPR and first aid.
- Skill in organizing library materials and workflow.
- Ability to make decisions regarding books to purchase or discard.
- Ability to safely reach, lift and carry books weighting up to 20 pounds.
- Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
- Ability to solve problems
- Ability to research and evaluate library activities and library procedures.
- Ability to perform basic math and bookkeeping functions.
- Ability to maintain detailed and accurate records.
- Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management’s right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor Date

Department Head Date

Human Resources Date

City Manager Date