

Thomasville Public Library

Now Accepting Applications for

Technology Coordinator **Full Time Position**

Deadline to Apply:

November 10, 2017

The Thomasville Public Library is now accepting applications for the full time position of Technology Coordinator. This position performs a wide array of tasks from providing computer and technical support to the Library staff and patrons, to being responsible for maintenance and management of servers, computers, software, and peripherals. Duties also include assisting users in learning the operation of computer equipment and applications, relocation of computer equipment, oversight of equipment warranty and repair records, and installation of technology related items, software, and equipment. Position also assists on library projects with other staff members, planning and implementing programming, collection and reporting of statistics; circulation, cataloging, in-house publishing tasks, fluent in use of social media as a community relations outreach.

Must have organizational skills, stellar computer skills, and the ability to stay focused and well organized while performing multiple tasks. Expert understanding of digital literacy, emerging technologies, barriers faced by rural citizens is required, and ability to fundraise and work with local groups and businesses to stimulate use of library services and conducting other public relations activities. Some night or weekend hours may be required. Grant writing experience a plus.

REQUIRED:

- **HS or GED Diploma; Bachelors or higher preferred; Pay commensurate with educational attainment and experience.**
- **Advanced Computer Knowledge-Windows Server and OS, MS Office, LANs, Wireless devices, desktop publishing, databases.**
- **Stellar communication skills, providing face to face customer service and instruction, both one-to-one and small group, and helping clients with technical and digital literacy issues. Ability to troubleshoot computer problems and assist the public with common issues.**
- **Expert knowledge of computing in a networked environment AND wireless devices.**
- **Desktop publishing using MS Office (Publisher, Word).**
- **Proficient in Excel (statistical reports).**
- **Advanced research skills.**

PREFERRED:

- Expert understanding of digital literacy, emerging technologies, barriers faced by rural citizens.
- Experience planning and implementing public programs.
- Prior Library Experience.
- Grant writing and working with budgets in a non-profit environment.
- Experience with web design and use of social media as a community engagement tool.

* * * * *

Applications available at Thomasville Public Library, 1401 Mosley Dr., Thomasville, AL 36784 or downloaded from www.thomasvillepubliclibrary.org. Look for 'Job Announcement' on main page.

Complete and sign application and attach a cover letter and resume.

Deadline: Completed applications should be submitted to the Thomasville Public Library, 1401 Mosley Dr., Thomasville, AL 36784 or emailed to tvillelibrary@gmail.com by November 10, 2017.