

JOB POSTING:

LIBRARY TECHNOLOGY SPECIALIST

(PT: 20 hours/week)

Available: July 1, 2013

The Thomas Memorial Library is seeking a highly motivated and people-centered individual to work with our staff and the public to integrate information technology into their daily lives. This is a permanent, year-round position.

This position requires the ability to balance multifaceted job responsibilities in a busy environment. It also requires a willingness and ability to work as part of a team striving for excellence in all aspects of library services. Some hours each week will be regularly scheduled in both our children's and adult departments. An ability to be flexible with scheduling is required as programming dictates.

The successful applicant must possess and maintain advanced computer skills including familiarity with iOS devices, Google Apps, OS X and Microsoft Office products, as well as, Internet use and social networking tools: familiarity with WordPress a plus. He/she will exercise tact and independent judgment in accordance with library policy and possess a demonstrated respect and appreciation for patrons of all ages. He/she will communicate clearly and concisely, orally and in writing, including making public presentations as needed. A Bachelor's Degree or demonstrated aptitude and competence for the successful fulfillment of assigned responsibilities is a minimum requirement for this position along with intermediate-advanced training in technology and other related media. MLS welcome. Prior experience in public libraries or school media centers is desired.

Compensation: \$18.50/hour

Benefits: Pro-rated health benefits as well as holiday and vacation pay

If you are enthusiastic, friendly and committed to excellence in public service, please submit a cover letter, resume and 3 references by **Saturday, June 1, 2013 at 5PM** to:

Jay Scherma, Director
Thomas Memorial Library
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Cape Elizabeth, Maine 04107
jscherma@thomas.lib.me.us

www.ThomasMemorialLibrary.org