Morrill Memorial Library
Town of Norwood
33 Walpole Street
PO Box 220
Norwood, MA 02062-0220

EMPLOYMENT OPPORTUNITY

Title:	**Technology and Information Services Librarian**
Department:	**Morrill Memorial Library**
Hours:	**FLSA Non-Exempt, Full time, 35 hours per week, including some nights and Saturdays**
Salary:	**Grade 6, FY21 step range: $67,324.16 - $75,760.80 annually + excellent benefits**

The Morrill Memorial Library is seeking a library professional to serve as Technology and Information Services Librarian. The Technology and Information Services Librarian serves as head of technology and works closely with all nine other professional department heads. The Technology and Information Services Librarian reports to the Library Director.

Essential Job Functions:

- Maintains the library's computer systems and peripherals for the staff and for the public, diagnoses computer and related equipment problems throughout the library, and makes repairs or calls out for repairs as required and communicates with vendors regarding all technological equipment in the library.
- Projects and plans for future technology requirements, keeps a current inventory of all technology in the library, selects and purchases hardware and software and investigates new products and services.
- Installs and configures hardware and software including terminals, scanners, printers, network and desktop software, installs new hardware and software applications as needed and monitors ongoing computer systems operations including security issues.
- Documents library computer information including hardware platforms, software releases and upgrades and creates and maintains instructional guides, tutorials and workshops for the library staff and the public.
- Instructs and supervises the staff in the use and basic maintenance of computer equipment and peripherals and coordinates the training of patrons in the use of library equipment.
- Serves as the primary liaison to the Minuteman Library Network (MLN) for technical matters, represents the library on the MLN Key users Committee, and manages the library's automated systems.
- Serves as the library's web master along with the director and staff updating and improving the library's web pages. Attends network meetings and related training sessions
- Performs duties of Information Services Librarian when scheduled at the Reference Desk. Assists the staff in orienting patrons to new available technology. Assists patrons in use of various interfaces with available databases, indices and other tools in both print and electronic format.
- Pursues opportunities for professional development and maintains a current knowledge of the field, learning all new technology and software programs as well as upgrades in network technology.
- Shares information about new technologies with the staff and works with the administration in analyzing the library's present and future needs.

Minimum Qualifications:

- Candidate should possess a Master's in Library Science from an A.L.A.-accredited school and at least two years of experience working in a library.
- One to two years working as a technology specialist with a library focus; experience in a public library is highly desirable.
- Excellent public relations skills and flexibility in order to adapt to constantly changing technology.
- Possess strong conceptual, analytical and writing skills.
- Must have working knowledge of library principles and procedures, complete familiarity with automated library systems and related applications, networks and web management (both HTML code and web content.)
- Ability to communicate effectively, the ability to deal with all members of the public in a courteous and tactful manner, the ability to establish and maintain good working relationships with co-workers and other librarians.
- Ability to prioritize multiple tasks and deal effectively with interruptions, the ability to identify and to analyze complex issues and to develop appropriate recommendations, and the ability to fairly and tactfully enforce library policies.
- Excellent written and spoken communication skills.
- Skills in languages other than English not required, but highly desired.

**This posting is not meant to be exhaustive of all duties and requirements. The complete job description and the Town of Norwood General Employment Application is available online at www.norwoodma.gov under the link for Employment Opportunities or on file at www.norwoodlibrary.org under the link for Careers.*

Interested candidates should submit a Town of Norwood Employment application, resume and cover letter to jobs@norwoodma.gov. Candidates must submit materials by Friday, October 22, 2021 at 4:00 p.m. Please reference Req. #2021-065 on all materials:

jobs@norwoodma.gov

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