



## Librarian I (Digital Services Librarian) Troy Public Library

Posting Date  
March 12, 2020

Starting at \$50,000 - \$58,000/year  
*Salary negotiable (within range) – based on qualifications*

Closing Date  
**April 2, 2020**

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 in person and online visitors per year and serves an educated and involved community. Under the direction of the Head of Adult Services, the Librarian I (Digital Services Librarian) performs complex and highly responsible duties related to information technology research, implementation, instruction, and promotion. Work involves researching, implementing and promoting new technology and software to fulfill patron needs and help staff work more effectively.

### DUTIES

- Perform collection development and patron instruction in technology-related topics.
- Under the direction of the Head of Adult Services, supervise part-time Technology Center librarians and aides, and plan and coordinate Technology Department activities, including patron assistance and teaching of technology classes.
- Evaluate and select eBook and eAudio materials and other Adult Services digital content (databases, streaming content services including Hoopla/Kanopy/RBdigital magazines, and Biblioboard) and manage digital content budget.
- Maintain and promote circulating technology, such as the adult Kindle collection.
- Monitor and record statistics for digital content, databases, public computer use, and wireless internet.
- Conduct outreach presentations for external businesses and community partners.
- Assist with the creation of a TPL Maker Space.
- Some evening and weekend work is required.
- Perform related duties and general library reference services work as required.

### REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association.  
**Applicants must submit proof of degree with application.**
- One year recent, full-time paid Adult, Technology and/or Teen Services Librarian. Part-time experience will be considered, credited proportionately. Candidates with an equivalent combination of training and experience may be considered.
- Demonstrated knowledge of technology, emerging formats, eResources, databases and ebooks.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

### PREFERENCES

- Experience in technology instruction.
- Recent supervisory experience in a public library setting
- Experience with Polaris library system software.

### APPLY

Applications are available at [www.troymi.gov/jobopenings](http://www.troymi.gov/jobopenings).