

## Digital and Maker Services Librarian

Average Weekly Hours: 37.5 | FLSA Classification: Non-Exempt

Indian Trails Public Library District (ITPLD) has an exciting opportunity for a Digital and Maker Services Librarian. This opportunity involves working with an innovative, collaborative, and curious team to cultivate creative maker services through a library service lens. The ideal candidate will be positive, customer service focused, patient, resourceful, and motivated to explore. Candidates should have knowledge and experience with technologies from sound recording to 3D printers, a flair for creating library programming that engages members of all ages, as well as the ability to establish relationships across the library and in the community. Additionally, this position serves as a person-in-charge (PIC) as required.

The library has a comprehensive benefits package that includes medical, vision, dental, flexible spending accounts, mandatory IMRF participation, 457(k) retirement plan, as well as vacation and sick time. The library also supports continued learning and professional growth. Starting hourly rate of \$23.67.

### Key Duties and Responsibilities:

- Assist individuals of all ages to explore the arts, science and technology through the use of library resources.
- Facilitate learning through a variety of media and inquiry sources.
- Plan and execute programs for all ages as appropriate.
- Promote and maintain the Digital and Maker Services vision and statement through its services, technologies, programs, outreach events, displays, and handouts within the context of the library as a whole.
- Contribute copy for the website, newsletters, brochures, instructions, etc. on topics and themes as requested.
- Actively promote the library, its materials, and services through programs, events, displays, and handouts.
- Stay current with all appropriate physical and digital literature pertaining to librarianship, maker and creative technologies.
- Maintain library collections by selecting and weeding material as directed.
- Assist in developing desk and service procedures.
- Contributes to and participates in individual learning plan to stay current with technology and enhance Digital and Maker Services.
- Generate and maintain reports and statistics as needed.
- Serve as person in-charge (PIC) as required.

### This opportunity requires:

- Master's Degree in Library Science from an ALA-accredited institution

## Culture Code.

The ITPLD Way

### How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say "yes" to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

### Who We Are

We're a diverse bunch who recognize our differences as strengths.

We're an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

### Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We're human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.

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- Ability to deal in a calm, positive manner with patrons of a diverse background and ages with interruptions; to stay organized and use time effectively with minimum supervision.
- Knowledge of relevant software and hardware.
- Ability to communicate effectively both orally and in writing with teens and adults.
- Ability to read computer screens, type accurately, and move about staff and public areas. Ability to push and pull carts weighing up to 40 pounds as well as lift and sort materials of various weights up to 50 pounds.
- Fluency in a second language desirable.
- Must have reliable transportation to arrive to work on time for scheduled shifts and be able to work days, evenings, weekends, and holidays.

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### To apply:

Send a cover letter and resume via e-mail to HR at [hr@itpld.org](mailto:hr@itpld.org).

Please include the job title in the subject line. No phone calls please.