Information Technology Librarian

Appointment type: Full time position; 35 hours per week, flexible.

**Description:** The duties of the Information Technology include managing all aspects of information technology, supervising cataloging work, instructing classes and patrons on research and use of the library materials and personal technology devices, and answering reference questions. The ideal candidate will maintain a work culture that meets the changing needs of library service in Newtown.

**About the Position:**
The C.H. Booth Library, serving the community of Newtown in northern Fairfield County, CT (pop. 28,000), seeks a highly motivated, self-starting individual to fill the position of full-time Information Technology Librarian. The position provides vision and leadership for library digital infrastructure, policy and services to support expanding modes of research, teaching, and technical support. This position is responsible for developing and maintaining effective partnerships with local and state institutions to sustain and enhance systems and infrastructure. This position works with existing library service platforms and content to meet and add value to the Library’s mission and goals. The position develops and manages workflows and engages with new technologies and enhancement opportunities in response to user needs and library priorities. The position is responsible for supporting library staff and serves on the library’s management team which works collaboratively to advise the library director on strategy, budgets, and program development.

**Duties & Responsibilities:**
* Maintains the library computer equipment, network, software, website
* Assists with library social media strategy and work
* Configures, maintains and troubleshoots library software, webpage, databases
* Works at Reference desk as part of a team on an established weekly schedule
* Reports statistical data about databases and internet usage
* Performs and oversees specific projects and programs as assigned
* Participates on committees as appointed
* Attends municipal, consortial and other meetings and events as assigned
* Varied administrative work will include planning and deploying aspects of technology budget, working with and supervising staff and volunteers
* Identifies and integrates new developments in library technology
* Interacts with the public during scheduled and occasional drop-in times
* Includes day, evening and weekend hours
* Ensure that the library’s technical resources advance the institution’s short- and long-range goals
* Assist in preparing the annual report particularly as it relates to technology services;
* Act as a liaison with state and local professionals
* Assume responsibility and a leadership role for special projects
* Keep abreast of professional news and trends in journals and media
* Present information about library services and programs to individuals and groups
* Pursue continuing education opportunities
* Work as part of a team with the other library staff
* Coordinate staff training on technological and software matters as needed
* Other duties as assigned

**Additional Responsibilities:**
Candidates must show initiative, self-monitoring and organizational skills, good communications skills and creativity.

**Minimum Qualifications:**
* Master’s Degree in the field of Library Science from a school accredited by the American Library Association
* Strong understanding of current & emerging library technology
* At least three years working in a library environment
* Experience with emerging digital technologies and an understanding of how technology has and continues to transform libraries and user experiences
* Microsoft Office suite
* Excellent interpersonal and communication (written and verbal) skills
* Ability to work in a team environment
* Ability to work evenings and weekends as needed
[Note: An equivalent combinations of degrees and experiences will be considered]

**Preferred Qualifications:**
* Experience in strategic planning, project planning and management, implementing and assessing programs and services
* Knowledge of current principles, practices and standards of library systems and support
* Willingness to learn, experiment, and advance skill sets to meet challenges associated with emerging technologies

**Salary, Benefits, & Schedule:**
Full-time 35 HPW (days, evenings, some weekends required)
Benefit package includes: Paid vacation, sick, personal, and holidays; Retirement plan; medical & dental benefits
Salary: Salary range starts at $62,500 per year and will depend on experience

**To Apply:**
For consideration please submit resume, cover letter, and application of employment (available at [https://www.chboothlibrary.org/about/staff/](https://www.chboothlibrary.org/about/staff/)) to jnash@chboothlibrary.org. EOE/AA. Deadline is Friday, Feb 18, 2022 or until filled.