

**TOWN OF WESTON  
LIBRARY TECHNOLOGY ASSISTANT**

**General Statement of Duties:**

Provides general technology assistance and takes primary responsibility for the Library's electronic resources, makerspace, and AV equipment.

**Supervision Received:**

General supervision received from the Library Director.

**Essential Responsibilities:**

Provides exemplary customer service in troubleshooting basic and advanced technology issues for various Library owned and personal devices. Maintains awareness of, markets, and assists patrons in accessing all digital resources provided by the State Library and Weston Library.

Develops and executes technology related programs on Library owned equipment, makerspace equipment, and personal devices. Maintains currency with new technology and devices. Informs and instructs staff as appropriate of current trends. Works with other Town agencies to partner on technology related programs.

Monitors, updates, and develops the Library's social media and web presence including posting on social media sites in accordance with the Library's Social Media Policy. Marketing of Library programs on various web sites, community calendars, and on the Library's digital sign.

Oversees maintenance on Library A/V equipment and makerspace equipment. Evaluates new technology and equipment for incorporation into the makerspace.

Assists with evening programs, as required.

Assists patrons at Information Desk during scheduled hours.

**Other Required Responsibilities:**

- Assists other staff members with projects as time permits
- Works nights and weekends as assigned
- Assists the Library Director with special projects and initiatives
- Takes initiative in pursuing new projects and services of benefit to the community

**Qualifications and Skills:**

- Knowledge of the principles of library science
- Knowledge of computer hardware and software including new and emerging technologies
- Ability in written and oral expression
- Excellent interpersonal skills
- Ability to train staff and public in use of technology
- Ability to maintain collegial relations with other staff and patrons

**Experience and Training:**

Experience with social media and online marketing platforms, knowledge of/interest in new and emerging technologies. Previous public library experience preferred or coursework completed toward MLS or LTA certification. Excellent customer service and interpersonal skills.

**Working Conditions:**

Part Time: 14 hours weekly. Salary: \$15.25 hourly (non-benefited). Some flexibility required to cover scheduled programming, not to exceed 14 hrs/week.

The list of essential job functions, qualifications and skills is not exhaustive and may be supplemented at any time.

Position description pending approval by the Board of Selectmen.