

JOB DESCRIPTION

AR 2307

TITLE Information Services Librarian (Trainer)

GRADE 6

FLSA Not exempt

LOCATION Main Library

SUPERVISOR Head of Resource Services Services

This job description contains the facts necessary to distinguish it from the other positions. It is not a detailed description of every task and the Library may add or change the tasks.

JOB SUMMARY Train and assist patrons and staff in the use of the library's technological resources.

MAJOR TASKS Develop, schedule and implement training modules for public instruction in conjunction with software available on the library's public access computers, the library's website including the online catalog and subscription databases, and general Internet navigation.

Develop and implement training modules for staff in cooperation with Division Heads.

Coordinate with Division Head to develop, submit for approval, schedule and implement training modules for Library Education Units (LEUs) in conjunction with Indiana Librarian Certification standards, to be offered to inside and outside library staff.

Answer information and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library resources, as well as community resources. Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OCLC, microfilm/microfiche equipment, and photocopier. Provide Reader's Advisory service.

Keep well-informed of developments in the library and technology fields, and participate in professional activities, meetings and associations.

Perform other duties assigned by Division Head.

REQUIREMENTS Master's degree in Library Science from an ALA-accredited program and eligibility for a Librarian Certificate 4 (LC4) in Indiana
High degree of computer literacy
High degree of written and oral communication skills
Ability to work independently and with great attention to detail

WORKING CONDITIONS Rapidly changing team environment, as well as public service areas.

EQUIPMENT PC workstations, printers, copier/scanners, servers.