

Notice of Vacancy

Technology Engagement Librarian (Librarian I) \$48,850 plus benefits

The Olean Public Library, located in the beautiful Southern Tier region of Western New York, seeks a Technology Engagement Librarian (librarian I) to manage library technology including conducting training for patrons and staff, and handling the Library's Technical Services operations including oversight of cataloging and ordering of materials. Applicants should be proficient in the use of web authoring software, such as Wix and Wordpress, a variety of social media platforms, productivity software applications, Koha or other ILS system software, and be able to troubleshoot basic hardware and software problems throughout the library. Familiarity with standard cataloging procedures is required. This position is also responsible for supervision of paraprofessional Technical Services staff, some grant writing, collection development responsibilities, and staffing of customer service desks. Flexibility to work some evenings and Saturdays is required.

Minimum Qualifications:

Master's degree in library/information science from an accredited American Library Association institution, or recognized by the New York State Education Department as following accepted education practices.

Possession of the New York State Public Librarian Certificate by the time of appointment.

Desirable Qualifications:

Customer service experience; experience training people of all ability levels in the use of technology.

Position will be filled based on Civil Service requirements. Appointment to the position is **provisional** pending successful competition and placement on the eligibility list established through the Civil Service Examination process. This is a training and experience rated exam which will be held at a date following appointment to the position.

To apply, submit a cover letter, resume, and three professional references to director@oleanlibrary.org. **Deadline to apply is October 15, 2021.** For more information about the Olean Public Library, visit www.oleanlibrary.org.