



## Putnam County District Library Job Posting

### Digital Literacy Technology Trainer – FULL TIME (Contract)

**Title:** Digital Literacy Technology Trainer

**Reports To:** Director

#### **General Summary**

The Digital Literacy Technology Trainer will assist patrons with basic troubleshooting of common software products, operating systems, browsers, and other technologies associated with library services, including handheld devices, e-readers, tablets, cell phones, etc. This individual must be able to communicate one-on-one and in group settings. This contract position is for one year (October through September) and is supported by the federal Institute of Museum and Library Services funds, granted through the State Library of Ohio.

#### **Essential Job Functions**

- **Work with inexperienced learners in one-on-one assistance either on a drop-in basis or scheduled appointments.** Explain complex technological concepts in simple and clear terms through effective instruction. Use images and graphical representations to support language-based explanations.
- **Plan, schedule and conduct digital literacy training in a classroom setting at least twice a month.** (e.g., prepare materials and teach sessions, obtain training materials, equipment & supplies). Demonstrate comfort and ease speaking in a classroom situation. Organize presentations of information into logical sequences and/or step-by-step processes.
- **Develop new digital literacy training.** Provide ideas for, plan and lead new technology training based on needs in the community.
- **Engage the community.** Make connections with individuals and volunteers in the community for program outreach and program enhancement. Respond to community needs through surveys and other tools.
- **Maintain Records.** Maintain accurate records of training programs in accordance with project reporting guidelines.
- **Perform specific duties needed by the community.** Based on the needs and demographics of the community served, Guiding Ohio Online trainers may perform functions to serve targeted populations such as technology training in low income housing.

#### **Attitude and General Responsibilities**

- **Flexibility.** Demonstrate flexibility and an eagerness to learn new ideas.
- **Demonstrate interest in helping others.** Alleviate barriers to computers, digital literacy, internet adoption and the learning process. Display comfort working with a wide range of socio-economic backgrounds. Excellent interpersonal skills needed with the ability to interact effectively with all customer age groups.
- **Communicate.** Consult with appropriate parties on issues or concerns, offering analysis and solutions whenever possible.
- **Respect others.** Respect confidentiality and privacy of library patrons, coworkers, and others

**Knowledge, Ability and Skills**

- Ability to use and understand a PC desktop and/or laptop computer, including a mouse, printer, scanner and other peripherals.
- Familiarity with major internet browsers including but not limited to: Internet Explorer, Chrome, Firefox, and Safari.
- Knowledge of common communication technologies such as email and social media.
- Knowledge of Microsoft Office products such as Microsoft Word, Publisher, PowerPoint, Excel etc.
- General understanding of the functionality of eReaders, smartphones, and tablet computers.
- General understanding of digital media such as eBooks, digital magazines, and streaming video.
- Experience teaching or tutoring others.
- Experience working or volunteering in a public library.
- Physical activity includes but is not limited to prolonged periods of sitting, as well as periods of standing, walking, stretching, bending, and stooping
- Ability to move/lift 25 pounds

**Minimum Qualifications**

- Degree from an accredited college or university or an equivalent combination of higher education, experience, certification, and training which provides the knowledge, skills, and abilities necessary to perform the work associated with this position.
- Ability to work at least one evening per week and 2 Saturdays a month
- Driver's license, insurance and access to a vehicle.
- Willingness to travel around the county to all library locations and other communities
- Must be a U.S. Citizen, National or Lawful Permanent Resident.

**Salary**

**\$17,392 from February 20, 2019 through September 30, 2019 – working 36 hours per week.**

**Deadline**

**Please send a resume to Kelly Ward Putnam County District Library 136 Putnam Parkway Ottawa, Ohio 45875 by February 14, 2019.**