

**Sonoma County Library
Announces an Employment Opportunity**

**DIGITAL LITERACY SPECIALIST – CENTRAL LIBRARY
40 HOURS PER WEEK – FULL TIME**

THE POSITION:

Please see the attached job specifications for full details about this position.

Under general direction, develops programs to fulfill the technology learning needs of communities served; provides public-access digital literacy services through the Library's drop in media centers and pop-up Makerspaces, organized learning opportunities and/or individual coaching; and performs related work as required.

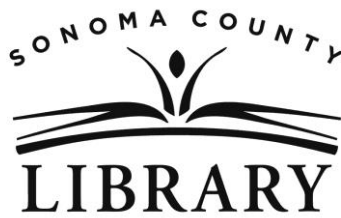
TYPICAL TASKS include, but are not limited to:

- Responsible for all aspects of the design and implementation of digital literacy initiatives and programs to enhance information technology use and proficiency in communities served.
- Provides a framework for assisting the public in accessing, analyzing, evaluating, and participating in various electronic and media resources.
- Cultivates and maintains working relationships to build a network of digital inclusion stakeholders who might also assist with implementing unique and engaging programming for Library users and the public.
- Develops programs to assist in meeting the public's technology learning needs and to enrich the public's access to digital information.
- Provides one-on-one guidance and support to library customers pursuing individualized design and technology projects.
- May manage drop in media centers and provide hands on training using computer lab/studio resources.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a college or accredited university with a Bachelor's degree in Education, Information Technology, or equivalent related education AND at least two (2) years of experience developing and implementing digital literacy curriculum and programs and/or teaching technology skills to adults and/or teens. Experience with providing services in multiple service outlets, in a multicultural environment, and working with volunteers is highly desirable.

Demonstrated knowledge of and experience with digital sound and video editing software and applications, such as GarageBand and/or Final Cut Pro, and with digital production hardware, including video cameras, lighting, and sound mastering equipment, is highly preferred.



KNOWLEDGE & ABILITIES:

Knowledge of:

- Demonstrated effectiveness in community-based programs, including program design, implementation, and evaluation.
- Digital literacy programming and best practices.
- Teaching or instruction related to technology for people of all ages and backgrounds.
- Basic hardware and software operating principles and basic troubleshooting for computer systems to isolate problems.

Ability to:

- Operate digital video and sound production hardware, including video cameras, lighting, and sound integration/mastering equipment.
- Develop programs that prepare us for the future of educating the public in digital literacy and are strategic for replication.
- Set-up and configure technology equipment and accompanying software.
- Operate modern office equipment, including library computer system and equipment, copiers, printers, and software programs; access, retrieve, enter, and update information using a computer workstation.

SALARY RANGES: \$66,123.20 to \$82,555.20 annually plus benefits

CLOSING DATE: 5:00 pm, Wednesday, March 28, 2018

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be submitted by the final filing date.

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

EMPLOYMENT INFORMATION:

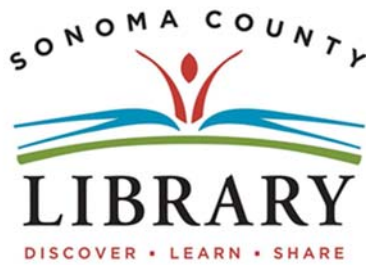
Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

The eligibility list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer

www.sonomalibrary.org

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CREATED: MAY 2017
FLSA: EXEMPT

DIGITAL LITERACY SPECIALIST

Represented

DEFINITION

Under general direction, develops programs to fulfill the technology learning needs of communities served; provides public-access digital literacy services through the Library's drop in media centers, organized learning opportunities and/or individual coaching; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. May act as lead worker but does not provide formal supervision.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Responsible for all aspects of the design and implementation of digital literacy initiatives and programs to enhance information technology use and proficiency in communities served.
- Provides a framework for assisting the public in accessing, analyzing, evaluating, and participating in various electronic and media resources.
- Consults and collaborates with appropriate Library managers and staff to identify appropriate software and programs to support digital literacy initiatives and programs.
- Evaluates new software and hardware to support teaching and learning.
- Researches and evaluates existing curriculums and best practices surrounding digital literacy programming and engagement.
- Facilitates access and coordination of technology learning resources for Library users.
- Cultivates and maintains working relationships to build a network of digital inclusion stakeholders who might also assist with implementing unique and engaging programming for Library users and the public.
- Provides users with foundational skills and aids in the exploration of new technologies.
- Uses creative and innovative solutions as needed to engage the public in access the Library's digital literacy services.
- Develops programs to assist in meeting the public's technology learning needs and to enrich the public's access to digital information.
- Provides one-on-one guidance and support to library customers pursuing individualized design and technology projects.
- Meets Library users' technology needs.
- Enhances access to digital and collaboration tools, and digital information.
- Provides practical support to patrons accessing the Library's online services.
- May manage drop in media centers and provide hands on training using computer lab/studio resources.
- Understands technology and its importance.

- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from a college or accredited university with a Bachelor's degree in Education or Information Technology or equivalent related education AND at least two (2) years of experience developing and implementing digital literacy curriculum and programs and/or teaching technology skills to adults and/or teens. Experience in providing services in a Library, to multiple service outlets, in a multicultural environment, and working with volunteers is highly desirable.

COMPETENCIES

Knowledge of:

- Demonstrated effectiveness in community-based programs, including program design, implementation, and evaluation.
- Effective methods of teaching and/or coaching people of all ages.
- Management principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Computers, software, electronic resources, and internet as used by the public.
- Digital literacy programming and best practices.
- Creating and executing communications plans, including social media and print and electronic resources.
- Basic hardware and software operating principles and basic troubleshooting for computer systems to isolate problems.
- Applicable federal, state, and local laws, codes, and regulations.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work including accounting and reporting software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles/methods of supervision, coaching, training, and customer service
- Challenges associated with providing effective services in a multicultural community.

Ability to:

- Collaborate effectively with a diverse range of people.
- Work as a team to develop a vision, set appropriate goals, and to achieve the goals through effective communication and implementation.
- Communicate both written and orally with individuals at all levels in the organization.
- Develop programs that prepare us for the future of educating the public in digital literacy and are strategic for replication.
- Think about the big picture and classroom level, have expertise in technology, and implement project management protocols.
- Operate modern office equipment, including library computer system and equipment, copiers, printers, and software programs; access, retrieve, enter, and update information using a computer workstation
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Analyze complex situations or problems, seek input from stakeholders, evaluate options and draft, implement agreed upon proposals.
- Establish and maintain cooperative working relationships with a variety of people contacted in the course of work.
- Establish, maintain, and foster positive and effective working relationships with those contacted at work
- Establish short and long-range goals and objectives and accomplish them through effective programming.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional participation in work activities, meetings, and events outside of the regular work schedule is expected of this position.