



Winthrop Library and Museum

Full Time Technical Services and Local History Librarian

Union Position

External Post

Start Date: October 1, 2021

Deadline: August 24, 2021

The Town of Winthrop is seeking a qualified candidate for the position of Full Time Technical Services and Local History Librarian. This is a responsible position in a public library providing software and hardware technical expertise to library operations, and coordinates with NOBLE network and all departments to plan and execute computer repair, upgrades, and routine maintenance. Assists the Director and/or Assistant Director in equipment purchasing decisions. Coordinates with local cable access in creating and supplying library content for broadcast.

Please see attached Job Description.

Interested candidates can download an application off our website at

<https://www.town.winthrop.ma.us/human-resources/pages/employment-opportunities-2> Completed

applications must be submitted to Stacy Calla, Human Resources, Town Hall One Metcalf Square, Winthrop, MA 02152 or resumes can be emailed to smcalla@town.winthrop.ma.us. (all applications sent via email must have the position title in the subject line)

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Winthrop Public Library & Museum

2 Metcalf Square Winthrop, MA 02152

Technical Services and Local History Librarian Job Description

General Description

The essential responsibility of this position is to provide software and hardware technical expertise to library operations, and coordinates with NOBLE network and all departments to plan and execute computer repair, upgrades, and routine maintenance. Assists the Director and/or Assistant Director in equipment purchasing decisions. Coordinates with local cable access in creating and supplying library content for broadcast.

Plans and implements archival projects for the Museum. Select and promote historical materials both within the library and in a variety of online forums. To make use of and work with volunteers as available in the preservation of historical materials.

Supervision Received

Works under the direction of the Library Director and/or Assistant Library Director.

Examples of Duties

- Works with a variety of social media products
- Uses Wordpress in basic web design
- Assists in cataloging newly acquired materials.
- Maintenance of all staff and public computers and printers.
- Training of staff and public on a variety of devices and software products.
- Runs reports, tracks computer use statistics for annual reports.
- Cover service desks as needed.
- Attends related network meetings as needed.
- Performs related work as needed.

Knowledge, Skills and Abilities

- Excellent computer skills.
- Ability to understand and follow written and oral instructions.
- Ability learn and implement Evergreen practices and procedures.
- Ability to learn Omeka as a cataloging source of local history items.
- Ability to work well independently or as part of a team.
- Ability to establish and maintain effective working relationships.
- Provide positive service to a wide variety of patrons of all ages.

- Desire to learn new skills and ability to train others necessary.
- Able to effectively prioritize tasks and handle interruptions skillfully.
- Ability to identify and analyze complex issues, and develop appropriate resolutions.

Qualifications

A+ Certification or equivalent experience. Previous customer service experience very helpful. Employee should be pleasant, eager to help, dependable, reliable and must enjoy serving the public.