Mattituck-Laurel LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Full-Time Technology Librarian

35 hours per week. Includes weekdays, evenings and rotating weekends, as needed.

Duties Include:

- Responsible for the management of all computer hardware, software, printers and scanners in the library excluding network servers
- Responsible for the planning, acquisition and implementation of all computer hardware and software in the library, excluding network servers
- Maintains and updates all content on the library's website
- Manage and edit content for weekly e-newsletter
- Works to identify and/or develop technology based tools, services or programs in support of library's strategic plan
- Maintains statistics for both print and digital resources
- Assisting patrons with computers, printers, scanners, e-readers and mobile technology
- Designated as the PALS Coordinator for the library
- Attends workshops, conferences and professional seminars to stay current with the latest developments and technologies in the field of library and information services
- Staff the adult public service desk
- Assist individuals and groups in locating and obtaining information and materials in order to answer reference questions
- Assist patrons with online catalogs and reference databases
- Provide assistance in the use of the A/V system in library meeting room
- Undertakes special projects at the request of the Library Director
- Conducts one on one tech appointments with patrons and has the ability to perform technology programming for a larger group

Requirements:

- Master's Degree in Library Science from an ALA-accredited institution or enrolled in an accredited MLS program with 75% of course work completed.
- Advanced experience with technology
- Library experience a plus

Salary: Librarian $50,000, Librarian Trainee $45,000
Benefits package including NYSHIP health benefits, TIAA 403b retirement plan, and paid time off.
This is not a civil service position.

Please email shauna.scholl@mattlibrary.org with your letter of interest and resume by October 16, 2023.