



City of Cordova

A L A S K A

POSITION VACANCY

The Human Resources Department is accepting applications for TEMPORARY, PART-TIME:

DIGITAL SERVICES LIBRARIAN

CLASSIFICATION: PART-TIME, UP TO 30 HOURS PER WEEK, GRANT-FUNDED PROJECT POSITION
PAY RATE: \$21.62 - \$25.29 PER HOUR, DOE
HOURS: FLEXIBLE, TO INCLUDE EVENINGS AND WEEKENDS
BENEFITS: THIS IS A NON-BENEFITTED POSITION
SUPERVISOR: LIBRARY DIRECTOR
POSITION SUMMARY: Serves as the coordinator for the library's technology resources, creates and delivers digital literacy workshops, performs general computer maintenance and provides customer service for library patrons.

QUALIFICATIONS: Associate degree in computer or library science (experience may be substituted for formal education) and two (2) years' experience using computers/general office equipment. Preference is given to candidates with experience using library-specific software and multiple operating systems (Android, Apple, Microsoft) and/or proficiency communicating in a second language.

DUTIES:

- Creates digital literacy workshops on basic skills, online applications and forms, and technology tools.
- Delivers training workshops in-person and virtually via video conferencing tools.
- Offers on-call hours to community members needing one-on-one technology assistance.
- Creates and delivers ESL-friendly workshops to assist users with translator programs.
- Offers evening and Saturday "Homework Hours" and assists participants with technological issues.
- Assists IT personnel with basic maintenance and upgrades to the library computers.
- Provides technological planning and assistance in support of special projects.
- Staffs circulation desk, answering questions, assisting patrons in finding materials, and facilitating loans.
- Shelves materials and adjusts arrangement of materials and displays.

WORKING CONDITIONS: Work is accomplished in an open public area. Attendance at public events and activities during the evening and/or on weekends is required. Schedule changes to include morning shift or 9-5 working hours with advance notice.

PHYSICAL DEMANDS: Capable of sitting for extended periods of time. Capable of bending and squatting. Capable of lifting and carrying up to 20 pounds.

LEGAL REQUIREMENTS:

As a condition of employment, applicant may be subject to a background check (criminal history, verification of education/employment history.)

Applications available at City Hall, 424-6200, or online at cityofcordova.net. Interested individuals should submit a City of Cordova application to humanresources@cityofcordova.net. Applications accepted until position filled.