



**CITY OF WHITEWATER**  
invites applications for the position of:

## **Programming & Makerspace Librarian**

**SALARY:** \$17.91 Hourly  
**OPENING DATE:** 04/20/17  
**CLOSING DATE:** 05/31/17 10:59 AM

### **JOB SUMMARY:**

**POSITION SUMMARY:** The Irvin L. Young Memorial Library is seeking a librarian who passionately embraces technology, science, and art. This librarian has the ability to inspire imagination, draw out potential, and create a gathering place for the community. This position requires flexibility, collaboration, communication, and the ability to identify priorities and shift focus quickly. In order to help fulfill the Library's mission, we want a professional with a positive attitude, excellent interpersonal skills, and a sense of humor while working in an environment rich with diversity. We are searching for a bold individual who enjoys people. This position is 30 hours per week and is eligible for benefits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **ESSENTIAL FUNCTIONS:**

- Gauges level of service based on community interest and need and provides relevant and meaningful services and programs to the residents of Whitewater and its surrounding service population.
- Develops, plans, and implements programs with a focus on emerging technologies for children, teens, adults, and intergenerational audiences that could be presented in or outside the Library that are responsive to community needs while sparking interest, curiosity, and fun, inspiring patrons to embrace their interests and ignite their creativity. [\[sl1\]](#)
- Maintains and critically analyzes a host of ongoing programs while introducing new offerings
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Serves as "person in charge" in the absence of the Library Director or Library Supervisor by assuming a leadership role to address emergency situations, safety issues, and patron feedback.
- Seeks out and engages with community groups to promote the library and maker services.
- Provides library tours and presentations on library services.
- Develops and maintains partnerships with outside organizations and community groups.
- Works on the public service desks providing customer service, which can include electronic reference.
- Oversees the Makerspace. Provides and schedules instruction and programming, coordinates efforts with other staff and departments. Maintains equipment and software for the Makerspace.
- Works with the Library Director to oversee the Makerspace and Programming budgets for the Library. Supports staff with purchasing and makes recommendations for service and equipment improvements in the Makerspace.
- Assists and instructs patrons on library resources.
- Assists patrons in the Makerspace with a variety of machinery, including 3D printers, paper cutting machines, analog-to-digital transfer equipment, sewing and embroidery machines, etc.
- Maintains confidentiality in all patron and staff interactions
- Assists with the District-wide maker programming kits, providing training to staff from different locations and departments.
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace and while on the public or circulation desk
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making
- Demonstrates flexibility to change direction/priorities based on community need

- Provides input on policy and procedure as needed
- Maintains and cultivates contact with the general community, the school district, University of Wisconsin-Whitewater, other area libraries, city employees, the state library associations and other professional organizations as warranted.
- Performs other job-related duties and projects as assigned

## **QUALIFICATIONS:**

- Bachelor's Degree with a major in education or library science. Master's Degree in Library Science (MLS) and/or Master's Degree in Library and Information Science (MLIS) with a demonstrated interest in Makerspaces preferred.
- Minimum of one year of MLS/MLIS library experience preferred; previous experience in instruction, programs with emerging technology a plus. Has the ability to listen to and engage their community to draw out needs and interests. Finds joy in serving the public.
- Polaris experience is a plus!
- Excellent communication skills, demonstrates a "whatever-it-takes" work ethic, and models an excellent customer service attitude.
- Bilingual in English and Spanish is a plus in serving our diverse community.

## **ADDITIONAL INFORMATION/QUALIFICATIONS:**

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- Knowledge of recreational and educational needs of adults, young adults and children along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs.
  - Knowledge of current trends in library services, literature and other materials for all ages.
  - Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
  - Knowledge of the Dewey Decimal System and OCLC national database for use of catalogs.
  - Knowledge of library procedures and policies.
  - Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
  - Knowledge of literature and reference materials.
  - Skill in performing CPR and first aid.
  - Skill in organizing library materials and workflow.
  - Ability to make decisions regarding books to purchase or discard.
  - Ability to safely reach, lift and carry books weighting up to 20 pounds.
  - Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
  - Ability to solve problems
  - Ability to research and evaluate library activities and library procedures.
  - Ability to perform basic math and bookkeeping functions.
  - Ability to maintain detailed and accurate records.
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- Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.
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The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. SELECTION GUIDELINES Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.whitewater-wi.gov>

Position #2017 4.20 LIB  
PROGRAMMING & MAKERSPACE LIBRARIAN  
JA

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