

Mary L. Cook Public Library
Board of Trustees

Title: Makerspace Coordinator

Reports to: Work is performed under the general administrative direction of the Library Director and reviewed for the efficiency and quality of services provided.

Supervises: Supervision may be exercised over volunteer, student, paraprofessional, and other professional personnel

Position Summary:

The Coordinator will assist staff and patrons as they learn, use, and apply emerging technologies, such as 3D design/printing, expanded format printing, heat presses, and other creative technology tools.

- Supervises the selection, training, coaching, development, and evaluation of makerspace staff
- Ensures overall operations and safety of the makerspace
- Develops goals, procedures, trainings, and evaluation tools related to programs and the use of the makerspace
- Develops and maintains departmental budgets, reports, statistics, and supply inventory
- Assists in technical/technological troubleshooting for the library and makerspace
- Exhibits positive attitude, and willingness to accept change.
- Able to interact with staff and patrons in a consistent, friendly, and professional manner
- Possesses effective communication, interpersonal, teamworking, and problem-solving skills

General responsibilities:

- Maintain effective communication with the Library Director, patrons, coworkers, community groups and leaders, and professionals in other library systems
- Schedule staff based on anticipated workload and ensure that adequate staffing levels are maintained to meet the library's needs
- Lead and participate in the planning and presentation of lab-related training classes, one-on-one guided sessions, and demonstrations for staff and patrons.
- Monitor, troubleshoot, and facilitate repair/maintenance of library and makerspace equipment
- Ensure that safety protocols are in place and followed for all makerspace equipment
- Keep up to date on relevant emerging technologies and apply new knowledge.
- Assist in maintaining the network, library operating software, and public computers and their peripherals for public use

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- Assist in maintaining the network, software, and computers and their peripherals for staff use
- May coordinate staff and vendors to investigate, troubleshoot, upgrade, and resolve computer problems
- Present a positive attitude and interact with other employees in a friendly, courteous manner
- Perform other duties as assigned by Director

Knowledge, Abilities and Skills Required:

The following factors will be the basis for selecting the most qualified applicants for this position. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.

- Demonstrates proficiency and comfort with a variety of hardware and software products
- Comfortable with a hands-on approach, particularly an ability to improvise with audiences of varied ages, the use of hand tools, electronics, computer software, hardware and various other technologies
- Ability to learn and abide by Mary L. Cook Public Library policies, procedures, and practices
- Ability to contribute to a team environment, display creativity, establish and maintain effective working relationships with director, co-workers, library patrons, and other agencies
- Ability to create and present instructional classes for all ages, as applicable
- Ability to work on multiple projects simultaneously, meet project deadlines, and demonstrate adaptability
- Ability to work effectively under pressure
- Ability to work effectively with diverse populations
- Ability to handle routine problems and keep Director informed of departmental and system-wide needs and concerns
- Ability to work in areas that have loud noises, temperature changes, fumes, dust, and other possible allergens
- Ability to exhibit sufficient visual acuity to distinguish, produce, and view a wide variety of materials in both print and electronic formats
- Ability to correctly lift and carry up to seventy-five pounds
- Must possess sufficient manual dexterity and fine motor skills
- Skill in self-motivation, organized, efficient, and productive with excellent time management skills
- Skill in excellent customer service, a strong work and service ethic, sound judgment, and teaching/presentation skills
- Skill with various hardware and software such as 3D printers, cutters, engravers, sewing machines, audio/visual production equipment, MS Office, and the Internet

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- Skill working with the operation and processes involved in DIY making, knowledge of 3D modeling and printing/fabrication, audio/visual production, and the usage of basic hand tools

Position Requirements:

Minimum:

- High school diploma or equivalent
- Proficiency with PCs, electronic devices, and MS Office software.

Preferred:

- Bachelor's degree or equivalent, a STEAM-related field is highly desired.
- One year of library, makerspace, or technology instruction experience
- Strong customer service orientation with one year of experience serving the public
- Specialized skills or knowledge of operation and processes involved with DIY making and/or maker movement, including DIY-making hardware and software such as 3D modeling and printing/fabrication, cutters, engravers, sewing machines, coding, audio/visual production, and other forms of digital creation, and usage of basic hand tools.
- May be scheduled to work evenings and weekend hours; schedules may be altered depending on the needs of the makerspace.

The above declarations are not intended to be an all-inclusive listing of duties and responsibilities, skills and abilities required to effectively execute this job. They are intended only to describe the general nature of the job.