



JOB DESCRIPTION
Part-Time Digital Navigator
Grant Funded Position

JOB SUMMARY:

This position reports to the Digital Navigation Librarian. The Digital Navigator will coordinate with the program lead in their effort to connect county residents to the Internet. This position is grant funded. Should the grant not be renewed at the conclusion of its term the employment period will end.

PREFERRED EDUCATION:

Bachelor's in a technology-related field OR sufficiently equivalent work experience.

JOB RESPONSIBILITIES:

- Assist the Program Manager with circulation kit operations. This may include the confirmation of the working order of Portable Internet Kit contents
- Assist in content creation for instructional aids and social media marketing
- Typically, this position will require frequent talking, hearing, sitting, reaching, keyboarding, and repetitive motion of hands/wrist. In addition, there is a requirement for grasping, and use of visual senses. This position may require extended periods of standing and/or sitting while assisting library patrons
- This individual may be required to push up to 150 pounds or lift and carry from 5 to 50 pounds
- Work with county residents in a one-on-one capacity as an information literacy instructor
- Staff the computer lab as needed on Saturdays
- Be able to attend townhall meetings or pop-up information booths as needed
- Work in a team environment
- Ability to understand and follow oral and written instructions
- Exhibit tact and courtesy in dealing with the public and other staff members
- Ability to handle multiple assignments and varying timetables
- Other duties as required

The above statements are intended to describe the general nature and level of work being performed by the person/people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.