

George F. Johnson Memorial Library
Village of Endicott
Vacancy

Librarian I – Public Computing Center Director
(Full-time Temporary)
Available September 2010
Salary: \$37,000 + benefits

*Work schedule: Varied shifts between 9 AM and 9 PM including some Saturday hours.

*Candidates must be eligible according to Civil Service rules and regulations (MLS degree & NYS Public Librarian's Certificate)

*Only qualified applicants are to apply. Please refer to the attached job description.

*Interested candidates must provide an application/resume to:

Ed Dunscombe, Director
George F. Johnson Memorial Library
1001 Park St
Endicott, NY 13760
Tel 607-757-2415
Fax 607-757-2491
En.ed@4cls.org

By: August 31, 2010

Librarian I – Public Computing Center Director

Job responsibilities:

Manage and coordinate the development of a library-based public computing center by ensuring:

- Funds are spent in accordance with program requirements
- All reporting requirements are met on time and with accuracy
- All grant goals and objectives are completed

Create and implement training programs for targeted populations. Areas of instruction will include, but not be limited to: basic computer use; basic applications software; effective use of the Internet to perform critical online functions such as e-mail, online job applications, e-government services; use of online and print training and employment resources

Develop a local evaluation plan and coordinate with the NY State PCC grant evaluator

Maintain detailed program records

Communicate with library director, grant contact and grant administrators

Post materials on grant website as appropriate

Develop an outreach plan

Provide training and assistance to library staff, volunteers and other PCC instructors

Coordinate the scheduling and staffing of the PCC

Coordinate with technical staff

Promote the PCC through preparation of publicity, presence at meetings, public speaking

Perform routine computer maintenance & updates

Qualifications & characteristics: MLS in Library/Information Science from an ALA-accredited program and NYS Public Librarian's Certificate are required; ability to translate a general concept into specific goals and activities; ability to plan, organize, and direct the activities of others; ability to communicate clearly and effectively both orally and in writing; knowledge of the theory, principles and practices of teaching; knowledge of the principles of curriculum development and the evaluation of training materials; ability to apply and modify a variety of instructional practices to meet specific teaching situations; ability to plan and implement course outlines and lesson plans; experience in the use of technology & information resources; tact, courtesy, integrity, initiative and resourcefulness