



## Digital Inclusion

## Coordinator

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REPORTS TO:	Carrico/Fort Thomas Branch Manager
JOB CLASSIFICATION:	7
STATUS:	Non-exempt
REVISED:	14 Aug 2017

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### **BASIC FUNCTION:**

Under the general direction of the Carrico/Fort Thomas Branch Manager, the Digital Inclusion Coordinator is responsible for bringing awareness of technology to the public and the Library's staff. The Digital Inclusion Coordinator conducts onsite and offsite training sessions, individually and in group settings, focused on the needs of any given audience: basic computer skills, specific software programs, using the internet and/or email, working with digital devices, etc. The Digital Inclusion Coordinator works to raise awareness, in targeted settings, of the Digital Divide, Digital Equality, and the principles of Digital Inclusion in the community. Duties require organizational, interpersonal, and supervisory skills including a strong appetite for staying abreast of changes and challenges in technology. Generally, the Digital Inclusion Coordinator will work with adult and senior audiences, but the ability to relate messages to younger audiences may also be needed on occasion.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### **RESPONSIBILITIES:**

- Develop a plan with ongoing activities that will establish and maintain the Library as a primary point of access for the community to learn and improve technology skills.
- Conduct offsite training sessions for community groups and organizations, soliciting venues, and maintaining a schedule of training at specific locations where warranted.
- Train library staff who conduct one-on-one training sessions with patrons, conducting quarterly meetings to ensure the quality of the training administered to the patrons.
- Create and review printed and digital instructional materials to assist patrons and staff with using library technology and technology in general.
- Plan and implement community classes on the use of e-government resources.
- Coordinate public relations for programming with the Public Relations Manager.
- Create a monthly narrative and statistical report of the position's activities.
- Lead and serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

**EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree in a related field such as technology, communication, or education.
- Demonstrated ability to effectively teach technology-related topics in a classroom setting.
- Knowledge of library principles and practices and the ability to put them into practice.
- Demonstrated ability to use one's time efficiently and productively.
- Demonstrated self-starter and the ability to work in a team and independently.
- Ability to effectively network with local organizations, schools, and governments.
- Strong verbal and written communication skills.
- Advanced computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Ability to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Individuals may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

*The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.*