

TITLE: LIBRARY INNOVATION LAB COORDINATOR

Department:	Greenwich Library	Job Code:	
Division:	Information Services	Date Created:	April 2019
Bargaining Status:	LIUNA	FLSA Status:	Exempt
Salary Range:	C	Class:	Classified
Reports To:	Library Manager – Info Services		

General Statement of Duties:

Performs professional library work to support the mission of the Library by overseeing the Innovation Lab. Coordinates programming and other duties as it applies to the Library's Innovation Lab. Responsible for developing innovative programming, training and supervising Innovation Lab staff and volunteers as well as maintaining all supplies, materials and equipment.

Essential Features:

Develops and manages the Library's Innovation Lab.

Coordinates all aspects of Innovation Lab programming; collaborates with other stakeholders, volunteers, and Library departments to develop, plan, implement and conduct programs that develop an entrepreneurial mindset with a focus on STEAM activities for teens, adults, and intergenerational audiences.

Supervises, trains, and schedules Innovation Lab staff to assist in the facilitation of programs and use of materials and equipment. Assists with planning and designing staff development activities to support professional growth in developing the characteristics of an entrepreneurial mindset.

Prepares materials budget requests, monitors the appropriate expenditure of funds throughout the year, and prepares reports and statistics related to the Innovation Lab.

Assists patrons with a variety of technology production tools and pieces of equipment, including, but not limited to: 3D printer, CNC router, , Arduino board, laser cutter, Raspberry Pi, Makey Makey, etc.

Acts as a liaison and collaborates with local maker individuals, organizations, school staff engaged in innovation and making and others involved in entrepreneurial activities to develop strong partnerships and support community needs.

Provides excellent public service as measured by standard benchmarks and helps patrons with technology inquiries and access to the Library's digital collections. Works with special groups in the community to target and deliver library services. Recommends improvements for service and equipment in response to community needs.

Participates in the hiring process for Innovation Lab staff, instructors and volunteers. Trains part-time professional, para-professional and clerical staff. Supervises Librarians, LTAs and clerks as needed.

Keeps current with professional publications and organizations; attends conferences; participates in professional dialogues, and constantly updates self-knowledge of information resources and developments in innovative STEAM activities that promote an entrepreneurial mindset and the specific needs of entrepreneurs.

Performs essential duties of the manager in his/her absence.

Supports Town's policies and philosophies and performs related work as required.

Required Knowledge, Skills and Abilities:

Demonstrated ability to model, deliver, and craft rich student-centered learning experiences around science, technology, engineering, arts and math. Understanding and ability to design, develop, assess, and manage STEAM programs for all ages.

Exceptional digital literacy skills. Demonstrated proficiency in current and emerging technologies and their applications.

Demonstrated familiarity with teaching strategies in informal and formal settings that support creative engaged learning for audiences of all ages.

Demonstrated familiarity with Design Thinking and its role in supporting a human-centered approach to product development.

Proven ability to stay current with trends, issues and methods of STEAM education and innovative approaches in developing the characteristics of an entrepreneurial mindset

Demonstrated ability to learn new technologies and their applications as they apply to STEAM activities and development of an entrepreneurial mindset.

Proficient in the use of technology applications, makerspace equipment, integrated library system (ILS), ereaders, tablets, smart phones, electronic information systems, social media applications and other downloadable library content.

Excellent communications skills to instruct patrons in the use of technology to access the catalog, databases, online library services (downloadable library), and in the use of tools and equipment purchased for use in the Innovation Lab. Ability to provide leadership and communicate effectively in a flexible team environment.

Considerable knowledge of best practices for the delivery of information/reference services and public service practices. Understanding of popular trends in the "maker movement."

Demonstrated project management and organizational skills to plan, organize and manage Innovation Lab projects from inception to completion.

Demonstrated ability to maintain positive interpersonal skills to plan, direct, evaluate and supervise staff. Must be able to deal tactfully, courteously and positively with diverse constituencies and establish and maintain effective working relationships with internal and external groups.

Demonstrated ability to provide professional services in a fast-changing environment.

Demonstrated ability to follow best safety practices and stay compliant with safety regulations.

Must be able to bend and reach and lift up to 25lbs; ability to push library carts holding up to 100lbs in materials.

Education & Experience Requirements:

Bachelor's degree required. Master's degree in Library Science or Information Science from an ALA accredited college or university program or a Master's degree in Education preferred. Must possess a minimum of three years of library, school, or nonprofit experience focused on an area of STEM or STEAM educational programming (science, engineering, technology, art or mathematics). One year of this experience must be in a supervisory capacity or demonstrating experience overseeing a significant project from inception to completion.

Note: Some evening and weekend/alternate hours required.