

JOHNSON COUNTY PUBLIC LIBRARY

POSITION DESCRIPTION

TITLE: STEAM Lab Specialist

REPORTS TO: Clark Pleasant Branch Manager

GENERAL SUMMARY: I oversee all operations of the STEAM Lab (Science, Technology, Engineering, Arts, Math) at the Clark Pleasant Branch. I create targeted programming, supervise volunteers, and maintain supplies. I partner with local individuals and institutions to ensure space and programs meet community needs. I collaborate with Library staff at all levels to ensure an intentional system-wide approach to STEAM programming.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I create a courteous, welcoming environment based on *Here to Help* customer service principles for internal and external customers
- I lead the planning of programs and activities in the STEAM Lab and manage the day-to-day responsibilities. I develop, implement, and conduct hands-on programming for people of all ages, including children, families, teens, and adults, in the STEAM Lab. I proactively plan programs and services to reach demographically diverse library patrons
- I identify, build relationships, and collaborate with community partners who can share their expertise in the STEAM Lab with learners of all ages
- I stay informed of current trends, emerging technologies, issues, and research in STEAM, robotics, and public libraries and incorporate this information into my job responsibilities
- I develop programming curriculum for inquiry-based K-12 STEAM programming, including an annual summer STEAM/robotics day camp
- I track attendance and other service statistics pertaining to use of the STEAM Lab, in accordance with state library reporting requirements, grant reporting, and other library needs, in order to evaluate program success
- I provide excellent customer service by giving assistance to patrons of all ages and abilities on the use of software and hardware in the STEAM Lab
- I research and recommend the purchase of equipment, software and materials for use in the STEAM Lab. I oversee selection, organization, upgrades, and weeding of supplies, tools, and materials used in this space
- I am the expert on equipment in the STEAM Lab. I create instructions, write directions, and train staff and volunteers on the use of STEAM Lab equipment and technology
- I respect the facility and work environment by keeping the STEAM Lab neat, organized, and available for use by staff and library patrons
- I interact and communicate pleasantly and effectively in person, on the phone, and through email with diverse customers and staff, maintaining a positive and

professional demeanor and providing friendly courteous service

- I pursue funding opportunities, including completing grant applications, and maintaining reporting requirements for awarded grants
- I maintain awareness of community members' standards and needs

SECONDARY RESPONSIBILITIES:

- I plan, implement, and execute outreach visits to local schools and other venues to promote STEAM Lab programming and library services
- I maintain technical skills required to resolve issues with equipment in our STEAM Lab. I coordinate with the IT Department when necessary
- I create strong inter-departmental relationships and seek new ways for the STEAM Lab to serve as a resource to other library departments
- I explain and interpret policies and procedures to public
- I am cross trained in procedures from other departments and assist at the service desk as needed
- I participate in continuing education workshops
- I attend and participate in department and building staff meetings
- I participate in JCPL fairs and festival events
- I participate in JCPL committees and task forces
- I perform other duties as assigned

QUALIFICATIONS:

Education/Experience

- Bachelor's degree preferred. Experience can replace education
- Demonstrated ability to design, assess, facilitate, and manage STEAM/robotics programs, exceptional digital literacy skills, proficiency in current/emerging technologies, familiarity with teaching strategies supporting engaged learning

Knowledge, Skills, Abilities

- Demonstrates ability to organize, prioritize, evaluate and complete work in a timely manner
- Operates effectively independently and works collaboratively in a team
- Demonstrates excellent interpersonal and customer service skills
- Able to anticipate and creatively solve problems with a flexible mindset
- Uses diplomacy and tact to establish and maintain relationships with patrons, coworkers, and community partners
- Supports the principles of equity, diversity, and inclusion as outlined in JCPL's Diversity Statement
- Maintains working knowledge of computers, printers, copiers, and any other equipment commonly utilized in a library
- Maintains knowledge of evolving technologies in STEAM/robotics and training techniques for all ages
- Demonstrates ability to teach hands-on activities in a variety of settings and formats

- Demonstrates working knowledge of current Apple operating systems, Microsoft Windows, Microsoft Office products and navigation of the Internet
- Demonstrates knowledge of LEGO Education products and other educational STEAM technology (preferred)
- Demonstrates familiarity with computer programming languages including Python and JavaScript (preferred)
- Communicates effectively orally and in writing
- Manages unexpected and emergency situations
- Adapts to change with a positive attitude
- Compassionately deals with confused, unpleasant, angry, sick or injured people
- Works a varied schedule, including evenings and weekends
- Possesses a dedication to public service

PHYSICAL DEMANDS:

- Ability to perform program activities to include standing, bending, stooping, walking, speaking, etc.
- Ability to use computer keyboard at standard workstation and 42” high
- Ability to read computer screens and written communication
- Ability to read, write, speak and understand the English language
- Ability to lift and carry up to 50 pounds – books, boxes, totes
- Ability to move quickly into different areas of the building
- Ability to push 120 pounds on book cart
- Ability to drive with own transportation or have access to other transportation
- Manual dexterity
- Ability to reach up to 72” and bends to floor level
- Ability to use push-button telephone, knobs on equipment

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements associated with the job.

Reasonable accommodation may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.

**Although employment with Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system.*