

CITY OF WHITE PLAINS

LIBRARY ASSISTANT-DIGITAL MEDIA

GRADE: 09

UNION CODE: CSEA

EEO JOB CATEGORY: 05

TITLE NO.:

JUR. CLASS: Competitive

GENERAL STATEMENT OF DUTIES: Performs library program services involving the instruction of digital media; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class provides instruction to library patrons, particularly teens (6th-12th grades), as part of the Library's digital learning program. Performs specialized program duties assisting library patrons and in support of professional librarian staff with digital media (video production, graphic design, game design, and/or music production). Work hours include evenings and weekends. Supervision in a lead capacity may be exercised over support staff as assigned.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the planning and instruction of digital media workshops and classes geared for teens and for adults;

Acts as lead instructor for Digital Media work shops, group classes and one-on-one sessions;

Develops curricula and prep materials and equipment for each workshop/class;

Assists and mentors individual users with self-initiated projects;

Schedules, coordinates and follows through with class deadlines, photo/video contests, and other Library media events;

Organizes quarterly online/onsite exhibitions of patron work;

Designs and conducts training for Librarian staff on digital media applications, as needed;

Provides direct customer service support to library patrons, particularly teens;

Works with systems technology staff to select, install and keep hardware/software operational;

Performs collection development by recommending purchase and/or deletion of media software;

Serves as a liaison for Library services to community groups or other libraries;

Recommends changes to existing or proposes new types of services based on patron needs;

Designs and produces program informational materials and promotes customer relations;

Oversees the work of non-professional personnel in assigned tasks;

Keeps abreast of developments in digital media technology and its applications.

LIBRARY ASSISTANT-DIGITAL MEDIA (CONT'D)

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge and skill in the operation and application of current digital media (video production, graphic design game design, and/or music production) using Windows and MAC operating systems and applications, Web and PC technology and mobile devices; skill in teaching digital media to teens and adults; ability to develop and lead instructional workshops and classes consistent with library programs and services; ability to understand the needs of library patrons (particularly teens) and to adapt materials accordingly; ability to express ideas clearly and effectively; strong customer relations skills; tact and courtesy in dealing with staff and public; ability to perform in a reasonable manner the essential functions of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Bachelor's Degree* and one (1) year experience in digital media in two or more of the following: photography, video production, graphic design, game design, music production, or 3-D printers, which must have included or been supplemented with one (1) year experience teaching or instruction of teens.

Note: Successful candidates will be required to present a portfolio of digital media work at the time of interview.

***NOTE:** Education beyond the secondary level must be from a regionally accredited institution or one recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary degree granting institution.