Name of Position:	**Classification:**
Emerging Technologies Assistant	Library Clerk (under review)

Position Scope:

Under the direction of the New Glasgow Branch Manager, the Emerging Technologies Assistant is responsible for the development and delivery of support for Technology-related programs for library users and staff for library branches within the Pictou County area.

Outline of Typical Duties:

- Provides instruction for the public and library staff on emerging technologies.
- Assists patrons with accessing the libraries digital content.
- Assists with the development and arrangements for special and regular library programs, in particular – supporting technology-related programming in all Pictou County branches.
- Assists with the development and implementation of maker spaces in Pictou County branches and a mobile maker lab for outreach and promotion events.
- Assists with the promotion of library services through supporting the library's social media (including maintaining the online events calendar, and preparation of print materials).
- Circulation duties which include checking materials in and out, assisting the public, shelving and any other matters relating to the provision of service.
- Provision of reference service by answering quick and in-depth questions from the public, and by showing patrons how to find relevant information using both print and electronic resources.
- Works closely with the branch assistants at all branches on programming related to technology.
- May be called upon to give library orientation sessions to small groups.
- Works according to a predetermined schedule.
- Some evenings/weekends will be required.
- Other duties as required.

Education and Experience:

Grade 12 minimum but coursework in the area of instruction and technology will be considered an asset. Good technology and communication skills, willingness to keep up with emerging technologies, and a proven aptitude working with the public essential.

Other Experience:

- A thorough understanding of current and emerging technologies and techniques to achieve the Library's outreach and engagement objectives
- Significant experience working with social media and its applications
- Self-motivated, able to work independently