

## Job Posting

# Digital Learning Specialist

Flint Public Library seeks a geek who loves to teach. We need an energetic, outgoing and tech-savvy librarian, teacher or computer science major to help the Library develop and deliver digital learning programs for youth and adults. This is an opportunity to join a team that will leverage the digital learning spaces and technologies in our beautiful newly-renovated library building.

In addition to excellent computer skills and teaching experience, the best candidate will be able to demonstrate knowledge and experience in at least some of the following areas:

- Development of technology training programs, classes or lesson plans
- Coding and web design
- Digital media creation – images, audio, video, podcasting
- 3D design and printing

This position is primarily library service work. The Digital Learning Specialist (DLS) will provide reference and tech support services to patrons on a regular desk schedule. The DLS will also participate on the Library's IT and web teams to assist with those critical functions.

We are looking for someone who will be excited to help us build relationships with public schools and community organizations and explore ways to serve youth both inside and outside the library. Everyone at Flint Public Library is committed to equity and inclusion while serving our diverse community.

The job requires a Bachelor's degree with Master's Degree preferred. See the Job Description at [www.fpl.info](http://www.fpl.info) for full details.

### How to apply:

Email a letter of interest and a resume to [jobposting@fpl.info](mailto:jobposting@fpl.info). The letter can be addressed to: Flint Public Library Human Resources. This job opportunity is open until filled.

### **Compensation Package:**

This is a collectively bargained position through AFSCME.

Salary Range: \$44,645 - \$56,980

Work hours: 2080 per year, average workweek 40 hours. All public service staff work the same days and hours: Tuesday through Saturday, including three evenings. See [www.fpl.info](http://www.fpl.info) for library open hours. Staff has five holiday weekend Saturdays off throughout the year and can arrange weekends off during their vacations.

Benefits:

- Health, Dental & Vision – library pays 80% of premium, employee pays 20% coverage available for full family
- Health Care Savings Plan employer contribution after 5 years of employment.
- Defined benefit pension plan (MERS), 10 year vesting multiplier of 1.5%, 5 year highest salary average
- Employee funded 457 Plan
- Employer paid life insurance and long term disability
- Additional employee paid insurance provided through AFLAC
- Paid Vacation days ranging from 10 days per year to 20 days per year dependent upon seniority
- Paid Sick leave 96 hours awarded annually.
- Paid Personal leave 16 hours awarded annually.
- Paid Holidays 14 days plus 16 hours of floating holiday.

### **About Flint Public Library**

Flint Public Library serves the people of Flint, Michigan, through a 90,000 square foot library located in the amazing Flint Cultural Center. The fully renovated library building re-opened to the public in May 2022 after a multi-year transformation that more than doubled the space for children's services and digital services, dedicated a new space for local history and genealogy, and created 19 public meeting rooms of various sizes.

The Library recognizes that we now live in a knowledge economy, where most people can no longer earn a living wage by making things, as they did when factories were the anchor of the local economy. The Library aims to ensure that Flint citizens have digital skills, high literacy, and the ability to keep learning new things to be competitive for the best jobs. That's why the Library's **mission is to be Flint's go-to place to learn for life.**

This mission helps to guide the Library's areas of focus. While some things, such as having books and serving as a hub for local genealogy and history will remain a given, the Library invests most of its resources in the following three priorities.

- **Early Childhood Literacy:** Helping parents and caregivers prepare children to read and exposing kids to STEM programming.
- **Digital Learning:** Filling the technology education gap by exposing students to aspects of computer science and making technology accessible to the public.
- **Community Hub:** Providing an abundant and welcoming space where people can gather for learning, dialogue, or entertainment.

Flint Public Library's most important requirement of staff is a commitment to provide excellent customer service in an environment that welcomes diverse populations.

The Library has a small and dedicated staff, with between 30 and 35 permanent staff who serve the 81,000 residents of Flint five days a week. All public service staff work the same days and hours: Tuesday through Saturday, including three evenings. See [www.fpl.info](http://www.fpl.info) for library open hours. Staff has five holiday weekend Saturdays off throughout the year and can arrange weekends off during their vacations. Administrative staff generally work Monday through Friday with some evenings and weekends required.

If you have not visited Flint and have only heard about it on the news, please come and see the reality. The people of Flint love their City and community. They work diligently from the neighborhood level on up to help the community thrive and grow. They love their library and have always voted Yes to funding requests, including bonds for the library renovation. Flint Public Library strives to fulfill the community's trust in us and provide the services they want and need. Join our team and be a part of it!

###

LEARN FOR LIFE



## Digital Learning Specialist

Reports to: Director of Digital Learning  
Range: Exempt / AFSCME Librarian or  
Professional Non-Librarian Salary Schedule  
44,645 - \$56,980  
52-week position, 40 hours per week (See Note)

**Summary:** The Digital Learning Specialist serves as a member of the Library's reference staff, IT team and web team serving both patrons and internal staff. This position is responsible for the development and implementation of digital learning programs for youth and adults in collaboration with other library staff, the Director of Digital Learning and the Library's Executive Leadership team.

---

### Duties

---

1. Provides tech support, reference, and other in-library services as part of a regular reference/tech support desk schedule.
2. Assists, trains and coaches library staff and patrons in use of technology and in learning new technologies.
3. Participates with management and staff in establishing strategic priorities for digital learning.
4. Participates in establishing specific goals and evaluative measures for digital learning programs and classes that may include such topics as coding, web development, digital imaging and editing, 3D design and printing, as well as basic computer use and search skills.
5. Creates program plans and/or lesson plans to achieve learning goals for various populations, collaborating with other staff, interns or volunteers as appropriate.
6. Leads digital learning programs and classes in the library and outside the library, with various class sizes, formats and ages of student.

Rev. Aug 2022

7. Provides training and coaching in digital learning programming to other staff, interns or volunteers.
8. Works closely with the Library's program partners to plan and deliver digital learning programs on an outreach basis, primarily for youth.
9. Assists in developing and implementing data-driven systems for evaluation of digital learning programs based on customer results and/or service results.
10. Participates in developing and maintaining the Library's digital learning spaces and mobile digital learning labs.
11. Participates on the library's IT and web teams.
12. Assists with collection development of collection and library materials for digital learning.
13. Performs other duties as requested.

---

### **Qualifications and Job Requirements**

---

1. The job requires a Bachelor's degree in computer science, education or relevant field of study. MLS Degree from an ALA accredited library school preferred, or Master's in another field. Equivalent education and experience will be considered.
2. Demonstrated commitment to excellent customer service and creating a welcoming environment for diverse populations.
3. Relevant experience in teaching, evaluation, presenting, and facilitating.
4. Effective interpersonal communication skills involving enunciation and articulation and the ability to present prepared materials to various audiences.
5. Relevant experience in developing programs, classes or lesson plans for target audiences.
6. Computer skills to effectively utilize library and business applications as well as a variety of other digital media platforms, and a demonstrated ability to self-learn new digital skills.
7. Ability to travel between work locations and related places of business as needed.
8. Ability to perform work under minimal supervision with latitude in exercising judgment in determining work methods and results.
9. Ability to work in situations with multiple deadlines while working with formal and informal leaders across internal library departments and/or

[date]

external agencies using project management and relationship building skills.

10. Hearing ability to answer telephone inquiries and visual abilities to facilitate interactions while using technology.
11. Physical ability to lift/carry materials weighing up to 50 pounds.

---

### **Working Conditions:**

---

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise, though there may be some outdoor work in temperate weather.
2. Requires regular travel between community locations, and may include out of county or out of state travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

#### NOTE about working hours:

Flint Public Library is open to the public Tuesday through Saturday. All public service staff work those hours, which includes three evenings (see [www.fpl.info](http://www.fpl.info) for open hours). Saturdays off are available on five holiday weekends throughout the year and with staff vacations.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

[date]