

Job Description

Position Title: Library Makerspace Specialist

Job Family: Academic Affairs

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 02

Position Summary:

The Library Makerspace Specialist performs duties related to the coordination of the Makerspace, including oversight of equipment and materials, tracking inventory and supply orders, conducting demonstrations and workshops, developing and implementing new activities, researching new maker technologies and tools, and remaining current on maker trends, technology, tools, and best practices. The Library Makerspace Specialist makes recommendations in the development and implementation of policies and procedures, provides service to patrons, and serves as the lead for student aides and technicians working in the Makerspace.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees Makerspace activities and manages workflow, assists patrons, circulates materials, and creates and maintains documentation of processes and procedures.
2. Provides customer service, assistance with and troubleshooting of Makerspace technology, and basic design and making assistance to patrons.
3. Operates a variety of Makerspace technologies, including laser cutters, 3D printers, vinyl cutters, sewing machines, and programmable objects.
4. Interprets CAD models, blueprints, sketches, oral descriptions, and performance requirements to support project development and execution.
5. Utilizes educational technologies, including smart boards and course management systems, to support instruction and learning activities.
6. Processes circulating Makerspace equipment, including but not limited to cameras and microphones. Creates and places item identification labels and checks the accuracy of records in ILS. Makes recommendations about equipment replacement.
7. Manages and inventories Makerspace equipment and supplies, updates and creates brief bibliographic records in ILS, and prepares reports and creates and maintains spreadsheets.
8. Trains, guides, and supports Makerspace employees, student workers, and volunteers. Practices appropriate safety procedures and looks for ways to minimize hazards.
9. Manages projects and organizational tasks to ensure timely, efficient, and accurate completion of work.

10. Monitors and submits order requests for supplies and equipment.
11. Operates, maintains, and troubleshoots Makerspace equipment such as 3D printers, laser cutters, vinyl and paper cutters, and sewing machines. Conducts demonstrations and workshops and helps coordinate and plan instructional projects and new Makerspace activities with faculty, staff, and students.
12. Recommends facility changes and equipment needs by researching new products and technology and remaining current on maker trends, tools, and best practices.
13. Communicates and promotes Makerspace services, demonstrations, workshops, and new activities through newsletters, social media, and other promotions. Participates in college and/or library committees, campus activities, and outreach events.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices.
2. Knowledge of internal and external customer service principles and practices.
3. Skill in effective communication (both written and oral).
4. Skill in performing a variety of duties, often changing from one task to another of a different nature.
5. Skill in positive, productive, and flexible customer service.
6. Skill in analyzing data and drawing conclusions.
7. Ability to apply effective and accurate data entry and typing skills.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Associate's degree/vocational or technical training is required.
- One (1) to three (3) years of related experience required.
- Three (3) to five (5) years of related library experience preferred.

Or An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check required
- DMV Check/Current and Valid AZ Driver's License