



TOLEDO
LUCAS COUNTY
PUBLIC
LIBRARY

Supervisor Studio Lab

Classification:	Supervisor Studio Lab	FLSA Status:	Exempt
Reports to:	Manager Computers and Media	Class:	Exempt
Salary Grade:	G	Agency:	Studio Lab
Salary Range	\$56,000 - \$76,000	Division:	N/A
Salary + Pickup	Per Exempt Salary Schedule	Date:	2019

**Salary dependent upon years of applicable experience and degree(s) obtained*

Position Summary

Under the direct supervision of the Computers and Media Manager, supervises the Studio Lab in the Main Library and ensures that Making programs and services throughout TLCPL are aligned with the library mission. Assesses community needs and proposes programming, software and hardware to meet those needs in the context of our Library Values and Strategic Plan. Sets the tone and maintains a safe and comfortable library environment.

Primary Responsibilities

1. Serves as a professional librarian and assists customers of all ages in using tools, equipment, material and software in the Makerspace; offers customers one-on-one instruction and training on Makerspace hardware and software.
2. Develops and maintains product knowledge regarding tools, equipment, materials and software for specific projects to meet the needs of customers in the Makerspace.
3. Leads the system-wide technology tools work group in developing, providing and/or supporting age-appropriate Makerspace STEM related programs; ensures programs are marketed and evaluated effectively while using feedback to make improvements.
4. Develops and maintains relationships with community organizations and institutions that may offer or promote programs.
5. Promotes Main and branch Makerspaces and presents off-site at businesses, colleges, schools, and regional Maker oriented events, such as Maker Faires; maintains local, regional and national connections in the Maker Movement to learn and grow, while providing information and expertise. Plans and schedules programming and outreach events.

6. Leads the management of the Makerspace at Main, coordinating tools, equipment, material and software, and program and outreach; schedules public service coverage in the Makerspace.
7. Coordinates with library staff in other locations to determine off-site needs, including meeting attendance, program tracking, and programming/outreach.
8. Partners with internal stakeholders to identify development opportunities; learns and incorporates knowledge gained in training and development activities within Main library Makerspace and within Make U Work Group.
9. Participates in meetings, planning, and system wide involvement, and provides support and coverage for coworkers; majority of supervisors' learning is completed through online tools and practicing new techniques in the Makerspace.
10. Develop and implement training for Library Staff on Maker equipment.

Minimum Qualifications

Knowledge/Skills

1. Interpersonal skills, ability to communicate and work cooperatively with all staff and the public.
2. Ability to plan, assign, and delegate assignments. Ability to effectively manage and evaluate performance and results of assignments.
3. Knowledge of current Making techniques and practices.
4. Ability to speak publicly at professional and community functions as a library representative.
5. Desire to meet the public and serve customers of all ages.
6. Strong oral and written communication skills.

Training/Experience/Education/Certification

1. Bachelor's degree in Business, Entrepreneurship, Art/Design, Engineering, or relevant field.
2. Robust computer and technology skills including operating and troubleshooting making equipment, utilizing Microsoft Office Suite, working in cloud-based project management software (i.e. Basecamp, Trello, Slack, Wrike).
3. Experience with Making equipment examples include Cricut, coding and coding software, analog to digital transfer, and 3D printing.
4. Experience planning and presenting appropriate technology programs for tweens/teens and adults.
5. Ability to work independently with little supervision.
6. Willingness to maintain a flexible schedule, including evenings and weekends to implement programming.
7. Must possess a valid driver's license.
8. Public speaking experience (required); public speaking experience regarding Making and the Maker Movement (preferred).
9. Awareness of new developments and trends in public libraries (preferred).

To Apply

Interested applicants can view all job opportunities and apply online at our web address:
<http://www.toledolibrary.org/jobs>.

As an Equal Opportunity Employer, TLCPL assures that all applicants and employees receive equal consideration without regard to race, color, religion, age, national origin, citizenship, ancestry or handicap.

External applicant posting deadline: May 10th, 2019