

Solon Public Library, IA

Job Description – Communications and Technology Specialist (2026)

Hourly pay range:

\$18.50 - 21.00 based on qualifications.

Basic outline of scheduling for FY27:

This position is part-time at 30 hours per week. There may be some flexibility in hours. Expect one evening closing shift per week and one Saturday per month.

General Statement of Duties: Under direction of the Library Director, this position performs the following functions:

Library Clerk: This person will share management of the circulation desk, general library tasks, and schedule meetings in the meeting room as needed.

Information Technology Coordinator: This position will proactively coordinate all aspects of the Library's technology needs. The position is responsible for planning, implementing and maintaining the Library's technology operations including, but not limited to, computer hardware troubleshooting, equipment updates, software purchase recommendations and licensing, training staff and patrons on use of Library technology.

Communications Specialist: This position will maintain the library website, social media accounts, outside advertising/postings, and manage library databases.

Examples of work in detail:

Library:

- Works with the public, helping with printing, faxing, scanning, and answering general technology questions as required.
- Performs general duties at the circulation desk and may be responsible for opening or closing during a shift.
- Circulates, reserves, renews, distributes and maintains all library materials.
- Shelves library materials in the correct location and performs shelf-reading duties with accuracy.
- Accurately enters patron information into the computer system.
- Preserves patron privacy and ensures patron account security by following library policies and procedures.
- Registers patrons and collects fees for lost or damaged materials.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Provides reference and reader's advisory services and guidance on the use of library materials and equipment.
- Responds to telephone and email inquiries about library programs and services.
- Understands and upholds the principles of Intellectual Freedom.
- Performs other library tasks as needed.

Administrative:

- Participates in monthly staff meetings and in-service training.

- Contributes to long-range planning.
- Partners with city departments and community organizations to extend the reach of the library.

Technology:

- Assist with the development of the Library's information technology plan and policies related to technology; effectively communicate technology service needs and suggestions to the Library Director.
- Work with the Library Director to create technology plan, coordinate projects, resolve problems, and keep other staff informed about technology projects.
- Monitor hardware and software to ensure proper updates, upgrades and routine maintenance; coordinate technology updates to take advantage of bulk pricing and technology advancements.
- Establish and maintain software and database licensing and updating; make recommendations for purchases and subscriptions.
- Keep inventory record of computers and electronic equipment and maintain equipment replacement plan to achieve operational sustainability.
- Provide support and training to Library staff in delivering programs and services as related to technology.
- Maintain technical aspects of external-facing Library technology, such as websites, and make or recommend updates as appropriate.
- Maintain user profile information, add/delete accounts, reset passwords, etc.
- Respond to emergency IT situations and take corrective actions as necessary.
- Seek supplemental funding opportunities, such as writing grants for technology and technology related items.
- Maintain skills by participating in continuing education opportunities.
- Regular, reliable job attendance is an essential function of this position.

Website:

- Maintain the Library website, refresh the revolving carousel, update the calendar, and make certain that information, website links, and databases are active and up to date.
- Post documents required for public access on the website, for the Library Board, Friends of the Library and the Library Foundation.
- Attend pertinent classes and webinars through the State Library of Iowa and vendor webinars on databases.

Communications Specialist:

- Create marketing materials including graphic design work for use in-house and for distribution in the community to promote Library resources, programs, and services.
- Library communication formats include digital displays, electronic newsletters, weekly newspaper columns, monthly activity calendars, signage and flyers.
- Update and maintain Library social media accounts including but not limited to Facebook, Instagram, and YouTube.

Desired knowledge and skills:

- Must possess a minimum of a high school diploma.
- Experience working in a library setting is preferred.
- Experience working with websites will be an advantage along with experience using different types of social media, demonstrated proficiency in current and emerging technologies.

- Must enjoy working with the public.
- Must have good communication skills and integrity, be reliable, organized, enthusiastic, and strive for regular professional growth.
- Must have the skill and knowledge to operate a computer and applicable software, including integrated library systems, email, Microsoft products, Google applications and calendar.

Physical demands and working conditions:

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling or crouching to reach high and low objects.
- Walking to assist patrons
- Lifting up to 25 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.
- Storage is in the basement and involves trips up and down the stairway.
- A driver's license is helpful.

How to Apply:

1. Complete the City of Solon Employment Application Form
 - Paper copies are available at Solon Public Library or Solon City Hall
 - A PDF copy which can be completed online is available on the Solon Public Library website:
<https://www.solon.lib.ia.us/about/employment-opportunities>
 - A PDF copy that can be printed and completed is available on the Solon City website:
<https://solon-iowa.com/Jobs.aspx>
2. Send completed application form, resume, and cover letter to Megan Richardson, Interim Library Director, at mrichardson@solon.lib.ia.us

The Position will be posted for a minimum of 10 days or until position is filled.
This institution is an Equal Opportunity Employer.