

Technology Services Coordinator

The Town of Eaton Colorado's Public Library is a small-town library with big support and big participation. We have a collaborative team, a tight-knit community, and a newly remodeled, historic facility with the latest makerspace technology. What we're looking for is community-centered, innovative, dedicated staff to grow our team. Get away from the city; be part of a dynamic and active library in a beautiful little town on the northern plains of Colorado.

Located in Eaton, Colorado, the Eaton Public Library has grown from a small brick library constructed in 1911 to a 12,000 square foot, updated modern library. Staff and patrons love the historical feel of our library which was named after Benjamin Eaton, a former governor and credited with bringing irrigation to Weld County. As a member library of High Plains Library District, we enjoy solid funding to offer competitive salaries, extensive programs and up-to-date collections while maintaining local authority over our policies and services. Our library is located 5 miles north of Greeley, home to the University of Northern Colorado. Fort Collins, home to Colorado State University and a convenient gateway to enjoying the Rocky Mountains is only a 25-mile drive on uncrowded roads. We are near bike trails, the Pawnee Grassland, numerous public parks, and recreational opportunities.

Eaton is a town of roughly 6,000 residents nestled in highly productive farmland in Northern Colorado and has a proud history of recognizing and harmonizing with the various agricultural entities that surround the Town while meeting the needs of the growing population to make it a great place to live and raise a family. Eaton has been nationally recognized for the last three years as one of the top 3 safest communities in Colorado and is host to a highly accredited public-school system, operated by the Eaton School District RE-2, with a new high school facility. We are proud to have graduated three NFL football players and to celebrate our local schools as the heart of our community.

We are seeking a **Technology Services Coordinator** to perform professional duties including overseeing the operations of the library makerspace and public computer lab, providing internal and external help desk support of hardware and software; developing marketing and communication including the library's website and social media platforms; planning and implementing technology classes and one-on-one technology support; providing frontline customer service; and additional functions in specialty area of responsibility.

Duties include but are not limited to:

- Implementing, promoting and evaluating technology instruction, classes and support within the community virtually and in-person.
- Providing walk-in technology assistance for patrons including mobile devices, computers, software, Internet resources and social networking.
- Developing marketing and communications including the library's website and social media platforms.

Requirements: This exempt position requires a Bachelor's Degree in Information Technology, Computer Science or a related field and two (2) years of progressively responsible information technology or related field experience. This is in addition to any years used to satisfy the education requirement.

The salary range is \$1,954.40 - \$2,736.80 Biweekly (converts to \$50,814.40 - \$71,156.80 on an annual basis) with placement depending upon education and experience. The work schedule includes some evenings and Saturdays.

Visit <https://townofeaton.colorado.gov/how-do-i/apply-for-a-career> for more information and to apply. This posting closes Sunday, October 23, 2022, at midnight.