



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** IT Makerspace Support Specialist

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative Support Workers

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under direct supervision from the IT Systems Manager and general supervision from the IT Director, provides program support for District-wide makerspace services. Performs a wide variety of tasks including program design, implementation, and technical support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Stays informed of new trends and innovations in the field of connected learning and makerspace services.
2. Consults with various departments on the development of grant proposals for makerspace services; establishes standards related to hardware and software specifications in cooperation with program delivery staff.
3. Assists with the procurement, inventory, and implementation of program hardware and software, and training of program delivery staff in the use of makerspace hardware and software, and assists with the development of training documents.
4. Maintains contact with vendor help desks and staff for the purpose of keeping software and firmware versions up-to-date.
5. Troubleshoots and repairs equipment and coordinates with vendors for the repair of broken equipment.
6. Develops and assists in the implementation of strategies for continued and improved makerspace services; coordinates program implementation with various departments.
7. Supports informal learning-centered environments for youth/teens.
8. Uses and maintains the software and hardware used in the makerspace program.
9. Provides updates, status, and project completion information to the IT Systems Manager or Information Technology Director.
10. Operates Library District vehicles.
11. Performs other duties as assigned.

## **CORE COMPETENCIES:**

- Customer Service
- Project Management
- Robotics (including LEBO Robots, WeDos, and EV3s)
- Adobe Creative Suite, Pro Tools
- Apple hardware and software solutions
- Coding, 3D modeling and printing, and graphic design

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** High school diploma, GED, or equivalent.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Two (2) years direct experience using and working with equipment normally found in a makerspace (3D printers, audio/video editing and recording software, Apple software and hardware etc.).

**Preferred:** N/A

- **License or Certification:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Preferred:** N/A

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require frequent light lifting (5 - 10 pounds) and moderate lifting (12 - 20 pounds); occasional heavy lifting or moving (50 - 100 pounds); frequent bending, stooping, reaching, and pushing; the continuous operation of hand or power tools to very exacting tolerances, calling for full coordination of sensory and manipulative ability; and standing or utilizing a keyboard for extended periods of time.

## **ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of informal learning environments and connected learning principles, applications, and culture including IoT culture, innovative service models, collaboration, HOMAGO, STEAM, self-directed, project-based, and interest-driven learning.
- Knowledge of STEAM and Makerspace related gadgets and technologies.
- Knowledge of video and audio production software and hardware and green screen technology.
- Knowledge of correct business English including spelling, punctuation, and grammar.

- Skill in use of hand and power tools, equipment, and other technologies related to makerspace activities such as laser and vinyl cutting, and wood and metalwork.
- Ability to work creatively, collaboratively, and effectively to promote teamwork.
- Ability to learn new technologies.
- Ability to describe technical concepts to a non-technical audience; quickly learn and teach basic and intermediate operation of equipment and new technologies.
- Ability to use and maintain software and hardware used in the makerspace program.

**DEVELOPED:**          June 2019