

NAME:
JOB TITLE: Makerspace Manager
DEPARTMENT: Library

FLSA STATUS: Exempt

PAGE: 1

MISSION STATEMENT:

The mission of the Cranberry Public Library is to strengthen our community by serving as an integral hub for information, inspiration, and enrichment.

OVERALL PURPOSE OF JOB:

This position is responsible for overseeing day to day operations in The Forge at Cranberry Public Library (The Forge). This individual is responsible for planning and implementing relative, creative and diverse programs for makers of all ages. This position demands an enthusiastic interest in and a genuine desire to serve and work with people of all ages and backgrounds, including library staff, in a hands-on, learning environment.

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

- **Oversees day-to-day operations in The Forge**
 - Works closely with the Library Director & Library Board to develop and implement makerspace policies and procedures
 - Based on demonstrated need and interest, selects and orders appropriate equipment and materials for use in the makerspace
 - Offers one-on-one, and group use/instruction of makerspace equipment and software including but not limited to 3D printers, laser engravers, vinyl cutters, sewing machines, hand tools, etc.
 - In conjunction with the Library Director develops and implements a training plan for staff and volunteers on makerspace equipment and software
 - Informs staff, volunteers, and makers of updates or changes to equipment or procedures in The Forge
 - Assists with recruitment, management, and scheduling of makerspace volunteers
 - Maintains a safe, comfortable, and welcoming makerspace
- **Responsible for programs and events held in The Forge and in the community**
 - Works closely with Adult Services Manager, Youth Services and Teen Services Librarians to develop and maintain Maker and STEAM related programming for makers of all ages and abilities
 - Acquires materials and contracts with presenters/instructors to carry out programs
 - Oversees publicity of programs and events held in The Forge
 - Prepares monthly reports and statistics for The Forge
 - Conducts tours and new user orientations of The Forge
 - As needed, represents the library/Forge and demonstrates technology outside of the library at community events, including participation in local Maker gatherings
- **Responsible for operating and maintaining makerspace hardware and software**
 - Ensures that all equipment is fully and safely operational
 - Works closely with IT to ensure that software is updated as required
 - When possible, repairs broken/malfunctioning equipment or communicates equipment malfunctions to appropriate sources for resolve/repair
- **Develops and implements new and emerging technology, services and projects for The Forge**
- Participates in community, Butler County Federated Library System (BCFLS), and relevant professional activities as necessary and appropriate.
- Completes 6 hours of continuing education every 2 years as mandated by Commonwealth of Pennsylvania Library Code

OTHER DUTIES OF THE JOB:

- Perform other duties as assigned or required

SUPERVISION GIVEN TO THE FOLLOWING DEPARTMENTS:

This position supervises makerspace volunteers

NAME:
JOB TITLE: Resident Maker
DEPARTMENT: Library

FLSA STATUS: Exempt

PAGE: 2

SUPERVISION RECEIVED FROM:

Supervision is *typically* received from the Library Director.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, Ability to utilize creativity, Ability to adapt to a constantly changing work environment, Maintain a high level of record keeping/routine paperwork, Provide close attention to detail, Establish own goals, Meet frequent deadlines, Ability to work closely with others.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to use both hands, Repetitive finger movement, Ability to communicate orally, Ability to hear conversation, Ability to balance, Specific visual requirements, Ability to stand, Ability to walk, Work with machinery with moving parts, Ability to sit, Ability to stoop, Ability to kneel, Ability to repeatedly bend, Reaching at high or low level, Repetitive twisting or pressure involving wrists or hands, Use of depth perception, Ability to use both legs

Frequently Incurred (Between 25% - 75% of time on job)

Ability to lift: Medium (Max 20 lbs.), Ability to carry (est. weight: 20 lbs.), Use of color vision

Occasionally Incurred (Less than 25% of time on job)

Ability to climb stairs, Ability for rapid mental/muscular coordination simultaneously.

WORKING CONDITIONS TYPICAL OF THIS POSITION

Frequently Incurred (Between 25% - 75% of time on job)

Work 20 hours weekly, including evenings and weekends.

Occasionally Incurred (Less than 25% of time on job)

Potential exposure to irritant or toxic fumes. Exposure to dust (more than nuisance). Work alone.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

This position *occasionally* requires the use of personal protective equipment such as safety goggles, gloves, etc.

QUALIFICATIONS:

Education

College degree/background in Education, STEAM related degree, or related experience

Experience/Training

Strong preference will be given to those with prior STEAM teaching or makerspace experience

Licenses/Certifications

Per PA state law, PA Child Abuse History Clearance, PA Criminal Records check, and registry in the FBI fingerprint database, all valid within 1 year from date of hire.

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills

Troubleshoots or takes initiative to solve problems.

Investigates and provides root cause analysis of problems, suggests alternatives, evaluates outcomes, and makes formal recommendations for solutions.

Communication Skills

Ensures timely exchange of verbal information between employees or departments.

NAME:
JOB TITLE: Resident Maker
DEPARTMENT: Library

FLSA STATUS: Exempt

PAGE: 3

Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.

Math Skills

Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division with ability to utilize spreadsheets for more complicated equations and analysis.

Computer Knowledge

- Word Processing Software
- Spreadsheet Software
- Internet/E-Mail/Scheduling
- Social Networking Sites; Web 2.0
- Software associated with equipment in space
- Library Solution Database

Other Characteristics

- Documentation and observation skills.
- Strong organizational skills.
- Ability to follow established confidentiality policy.
- Ability to follow established safety standards.
- Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.
- Working knowledge of applicable regulations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee	Date

Signature of Supervisor	Date