

MAKERSPACE TECHNICIAN

Department: Chemung County Library District
Classification: Competitive
Adopted: November 5, 2024
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of complex Makerspace clerical tasks and assisting patrons with both use of the library as well as its policies and procedures of the library. This class requires a lesser degree of autonomy than Makerspace Specialist. Work is performed under the general supervision of another Technician, Specialist, or a Librarian. May train and supervise Library Clerks and Volunteers. Some on-the-job training is provided. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Maintain and troubleshoot 3D printers, laser cutter/engraver, sewing machines and a variety of other lab equipment;
- Instructs Makerspace Patrons on basic certification, safety, and training courses for all lab equipment;
- Assists Makerspace Supervisor to advertise and schedule classes for all Makerspace programs;
- Provides formal and informal technology-related assistance for staff and patrons;
- Assists Makerspace Supervisor with inventory of all Makerspace related consumables;
- Researches, suggests, executes, and assists Supervisor with new Makerspace activities;
- Assists in the planning and implementation of Makerspace events;
- Assists with the maintenance of Makerspace social media and website accounts;
- Assists Makerspace Supervisor with tracking Makerspace-related data and statistical information;
- Participates in department meetings;
- Completes applicable on-the-job training;
- Supervises and trains Library Clerks and volunteers;
- Performs other duties as assigned

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to follow detailed directions and work independently; Excellent oral and written communication skills; Ability to provide helpful trainings and instructional customer service; Ability to comprehend and follow service manuals; Intermediate knowledge of the modern uses of personal computers; General knowledge of trouble-shooting techniques; Ability to learn how to use 3D printers and other various lab equipment; Ability to learn the major hardware and software materials available; Ability to track and report statistics to supervisor

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree with significant coursework in Fine/Studio Art, Graphic Design, Visual Media, or Computer Systems; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in Fine Art, Graphic Design, or Computer Systems.