South Central Kansas Library System
Job Description

Title:	Technology Consultant Position III Digital Services & Copyright
Job Description Revised:	September 29, 2025
Reports to:	Automation & Technology Services Coordinator
Supervision:	None
Fair Labor Standards Act Status:	Exempt: Professional
Salary:	$52,000 - $62,000 depending on qualifications and experience
Benefits:	Paid single coverage Blue Cross/Blue Shield Health and Dental; Kansas Public Employee Retirement System (KPERS); Optional KPERS 457 Deferred Compensation Plan; Health Reimbursement Plan, Wellness Program and Benefit. SCKLS provided work vehicle. Credit card provided for work-related expenses and partial reimbursement for work cell phone.
Work Schedule:	8:00 – 5:00 Monday – Friday. Option for limited remote work upon successful completion of six-month training period.

ESSENTIAL FUNCTIONS:

Provides automation and technology services, support and training to SCKLS member libraries and staff.

EXAMPLES OF WORK:

- Provides automation and technology on-site, phone, e-mail and remote support services to member libraries including advising and assisting in the selection of hardware and software; maintenance and repair; evaluation and improvement of library technology; assists with member library tech installs; and consulting

- Develops and maintains a library usage level understanding of copyright law and fair use; offers training and support on assessing copyright compliance; provides resources and guidance on the royalty-free use of images and strategies for avoiding copyright infringement; does not offer legal advice regarding copyright

- Manages and trains librarians on the use of the READ Poster traveling kit

- Develops and maintains a working knowledge of social media platforms to assist member libraries

- Creates graphical designs, including; charts, graphs, visualizations, image editing using software tools such as, *Adobe Photoshop, Canva* or other solutions

- Assists with maintaining member library *WordPress* websites; including installation, configuration, accessibility, plugins, backups, domains, and troubleshooting; provides backup support for SCKLS website

- Assists with educating member libraries on digitization and preservation activities as well as use of the SCKLS Digitization Lab.

- Develops and maintains statistical reporting resources, including program attendance *Excel* sheet and webcast for the State Library's public library survey

- Develops and provides technology training to member libraries in group and individual settings in areas such as; copyright, web design, digitization, image and video editing, library automation and personal productivity applications

- Works cooperatively with staff in the planning and delivery of technology services

- Develops, maintains and processes member library technology documentation and reports using *Salesforce*

EXAMPLES OF WORK CONTINUED:

- Represents SCKLS at technology-related meetings

- Other work-related duties assigned by the Director

PHYSICAL REQUIREMENTS:

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Lifting and carrying; 50 pounds or less
- Fingering, typing, writing, filing, sorting
- Pushing and pulling, objects weighing 60 - 80 pounds or less on wheels
- Mobility, travel to locations outside the SCKLS office
- Ability to safely operate a SCKLS vehicle

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain, troubleshoot and problem-solve technology hardware and software issues.

- Ability to plan and teach technology topics to varied levels of users.

- Ability to provide consultant services in the areas of web design, digitization, digital and physical preservation, automation, computing solutions including *Microsoft Windows, Chrome* and mobile devices.

- Knowledge or ability to learn, use and train on the use of software/applications such as; *Salesforce, WordPress, Vimeo, Microsoft Windows, Microsoft Office, Chrome OS, Deep Freeze, Ninite, Zoom, Formsite, Adobe Acrobat Pro, Adobe Photoshop, Adobe Premier, Camtasia, Snagit, scanning software, OCR software (ABBYY FineReader), Library Market* web calendar and patron management solutions.

- Ability to accomplish multiple projects.

- Ability to read, write and communicate effectively with individuals with varied levels of technology skills / knowledge.

- Ability to foster and maintain positive working relations with member librarians and staff.

MINIMUM QUALIFICATIONS:

- Bachelor's or Master's degree in a related field. Master of Library Science preferred
- At least three years of technology experience
- A valid driver's license and safe driving record required
- Successful completion of pre-employment screening tests

APPLICATION:

E-mail or mail a letter of application, resume' and three references to:

Paul Hawkins, Director, SCKLS e-mail: Paul@sckls.info
321 North Main Street
South Hutchinson, KS 67505

Applications accepted until position filled. Applicants that best meet the job qualifications may be invited to interview. SCKLS is an Equal Opportunity Employer.