



## **Assistant Manager- Digital Services**

Are you a creative, hands-on leader with a passion for technology? Does the idea of teaching, coaching and helping customers with technology used in the library sound like a good time? If so, the Assistant Manager position in our Digital Services department may be the role for you!

### **In this role you will:**

- Determine instructional methods and facilitate training of staff for one-on-one instruction, group classes, demonstrations, and workshops
- Develop teaching aids such as training handbooks, demonstration models, multimedia visual aids and how to guides
- Train and supervise Digital Services team members
- Develop and foster relationships with colleagues and community/business partners
- Collaborate with library staff members to provide and expand digital services at the branches and in the community

### **You will need to be:**

- Friendly, outgoing and able to build relationships at all levels
- Able to create and present training materials
- An expert in new technologies such as Makerspace equipment and technology used in the library
- Able to collaborate with a team and work one on one with customers and staff
- Able to work evenings and weekends

### **Qualifications:**

- A bachelor’s degree or equivalent experience
- Two years’ experience in public libraries or schools
- Excellent presentation skills for groups of all sizes and ages
- Spanish language skills (verbal and written). This is strongly preferred
- One-year supervisory experience

**Schedule**

- Weekend Rotation\*: Work 1 weekend a month with Friday Off

Saturday*	Off
Sunday*	Off
Monday	9:00 a.m.- 6:00 p.m.
Tuesday	9:00 a.m.- 6:00 p.m.
Wednesday	12:00 p.m.- 9:00 p.m.
Thursday	9:00 a.m.- 6:00 p.m.
Friday	8:00 a.m.- 5:00 p.m.

**Benefits**

Competitive salary starting at \$56,101/year

Medical, dental, vision & life insurance

Paid vacation, holidays, personal and sick days

IMRF pension plan

457b retirement plan

Professional development

**To apply:**

If this sounds like the role for you, please send your application, resume and cover letter to [hrrdirector@aurorapubliclibrary.org](mailto:hrrdirector@aurorapubliclibrary.org).

A copy of our application can be found at:

[https://aurora.libnet.info/images/pdfs/aurora/HR/Application\\_for\\_Employment.pdf](https://aurora.libnet.info/images/pdfs/aurora/HR/Application_for_Employment.pdf).

**Application Deadline:** April 14, 2025 – April 28, 2025

**About APLD:**

APLD promotes lifelong learning by providing opportunities for self-directed

personal growth, inspiring a growth mindset and development. We are a resource for everyone from early literacy through continued education, a place that welcomes all to its spaces, diverse collection, and enriching programs. We empower, include, and innovate our residents by connecting individuals to evolving services and technologies, giving access to the informational needs by being fine FREE while also functioning as a community cultural hub. APLD elevates its community by reaching out, building partnerships, and engaging in our community's needs. **Stop by any of the 5 locations to learn more about [who we are](#) and start opening a world of possibilities!**