

## Job Description

**Job Title:** MakerSpace Facilitator

**Job Code:** 907022

**Job Family:** Library

**Pay Grade:** JC.15.15

**FLSA:** Exempt

**EEO:** Professionals

**Department/Agency:** Library

**Position Number(s):** 103676, 100863, 100850, 100838

**Recommended Position Title(s):** MakerSpace Facilitator

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Assists patrons of all ages in using tools, equipment, material and software in the MakerSpace; offers patrons one-on-one instruction and training on MakerSpace resources including 3D printers, laser cutters, CNC and vinyl cutting, sewing, electronics, green screen and sound booth technologies; develops and maintains product knowledge regarding tools, equipment, material and software for specific projects in order to meet the needs of patrons in the MakerSpace; maintains a safe and comfortable library environment.
- Develops, provides and/or supports age-appropriate MakerSpace STEM related programs for patrons during our trimester programming calendar; ensures programs are value added and done by an expert in the community; programs are marketed and evaluated effectively while using feedback to make improvements; develops and maintains relationships with community organizations and institutions that may offer or promote programs; selects the Maker in Resident nominee three (3) times a year and hosts MIR in MakerSpace for studio time or programs.
- Promotes the MakerSpace and presents off-site at businesses, colleges, schools, Johnson County Library Foundation funding appeals and events and maker oriented events, such as MakerFaire; maintains local, regional and national connections in the Maker Movement to learn and grow, while providing information and expertise in the same networks; advertises the presence of the MakerSpace internally, in outreach and in the Maker networks; educates public of the availability of services and/or the need for funding.
- Leads the management of the MakerSpace, coordinating tools, equipment, material and software, program and outreach and the public service schedule; schedules public service coverage in the MakerSpace; plans and schedules programming and outreach events; coordinates with library staff in other locations to determine off-site needs, including meeting attendance and programming/outreach; writes and receives correspondence to colleagues, stakeholders and patrons; collaborates with team, manager and the Library Foundation to spend funds appropriately, totaling \$35,000-\$40,000 a year.
- Partners with internal stakeholders to identify development opportunities; attends and looks for value in all trainings and conferences; learns and applies knowledge gained in training and development activities, reporting back to team and department with new information; participates in meetings, planning, and system wide involvement, attends system wide meetings, and provides support and coverage for coworkers; participates in committees, understands and supports system wide strategic objectives, putting forth new ideas; majority of facilitators learning is completed through online tools and practicing new techniques in the MakerSpace.

## Job Description

### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

Bachelor's degree in Business, Entrepreneurship, Art + Design, Engineering or relevant field, Three (3) years of direct experience using and working with equipment found in the MakerSpace (3D printers, CNC machines, audio/video editing software, electronics, sewing, virtual reality), One (1) year teaching the above equipment, or facilitating its use to end-users who have little or no previous experience with those programs/tools, in an one-on-one or workshop setting and a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

Master's degree in Business, Entrepreneurship, Art + Design, Engineering or relevant field, Public Speaking experience, specifically on the topic of MakerSpaces or the Maker Movement to audiences with no experience on the topic.

### **Education/Experience Substitutions:**

- Yes  No Experience may be substituted for degree.
- Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or walking: 50% of the time

Exposure to temperatures, fumes and/or chemicals, heights, and loud noises.

Lifting or maneuvering weight: 50 pounds

Safety – Sensitive job

Travel required

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.