

Now Hiring: [MakerSpace Coordinator](#)

Come help “make” the future of library services at the Olathe Public Library! The library, located just south of Kansas City, is currently building a new Indian Creek Library scheduled for completion in late 2019. The facility has an exciting, progressive design and will give special prominence to spaces and programs that showcase the library’s new role as a place of creation, open to all.

The library has three Makerspaces under construction:

- The Lab (Makerspace)
- The Studio (Audio/Video Recording and Production)
- The Zone (Teen Gaming)

This position is focused on managing The Lab and The Studio and is expected to work closely with Teen staff for The Zone.



Vision

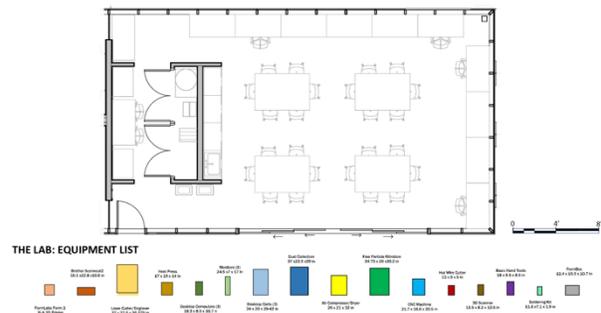
The Olathe Public Library Makerspace planning team has identified the following “elements of vision” to describe the purpose and function of the Makerspaces:

The Makerspace at the Olathe Public Library is inspired by the community’s embracement of “make” activities and will forge unique ground in its programming and offerings to library patrons.

Recognizing that “Make” activities are human-centered endeavors where people gather together to make things together, “Make” activities will make high-technology approaches accessible but always incorporate the vital human elements that make technology come alive.

Make activities will include:

- 3D modeling and fabrication (including 3D printing and other techniques)
- Laser Cutter
- CNC Machine
- Vinyl Cutter
- Robotics
- Automation
- Computer programming
- Other STEM/STEAM activities (Science, Technology, Education, Arts, and Math)
- Audio-visual production (including the creation of video and music content).
- Teen gaming spaces
- ...And other areas that emerge through your leadership!!



Setting the Standard for Excellence in Public Service



LEADERSHIP PHILOSOPHY

Each of us who work for the City of Olathe live
our leadership philosophy.

We are **passionate** about making a positive difference
while building a safe and quality community.

We believe we are at our best when we consult and
collaborate, utilizing our individual expertise, knowledge
and creativity in teams throughout the organization.

We are **responsible stewards** of the public trust and
are accountable to our citizens and to each other.

We encourage **professional development** and personal
growth for continuous improvement.

We use performance measures to benchmark our
progress, and we **celebrate** achievements
and innovations.

LEADERSHIP PRACTICE

PASSION

- I do my job in a proactive, safe and intentional manner.
- I go beyond my job responsibilities to serve our customers.
- I display passion when carrying out my job and when seeking opportunities to serve others.

COLLABORATION

- I am inclusive in my decision-making.
- I seek to understand, I am curious and I share knowledge.
- I trust and respect my fellow employees.

STEWARDSHIP

- I spend tax dollars on the right things for the right reasons.
- I am open and honest in my communication.
- I listen and respond to customers.

LEADERSHIP DEVELOPMENT

- I mentor others.
- I accept and provide feedback.
- I seek opportunities to grow.

CELEBRATION & MEASUREMENT

- I use information and results to improve.
- I look for and share success stories.
- I explore new ways of doing things.

Professional Opportunities

“The Olathe Public Library values its role as the provider of numerous resources and information services and is able to do so as a department of the City of Olathe. The library endorses the values of the Leadership Philosophy which guides all of city government. Collaboration with other city departments has enriched the library as evident by the construction of the new Indian Creek Library and the proposed plan to build a new downtown library in the next two years. Collaboration is also exemplified by the library’s partnership with the Johnson County Library as they work together to provide approximately 600,000 residents with excellent library services and facilities. The Olathe Public Library takes part in metro Kansas City and regional activities to further ensure the delivery of quality library services to all who reach us in person and online.”



*Emily Baker
Director*

“Olathe Public Library is a community of possibility. Every day brings new opportunities to help patrons find what they need, and the satisfaction I receive from pointing someone to the right resource or teaching them something new is extremely gratifying. This is an organization that cultivates talent and rewards hard work, as I know personally; I’ve found many opportunities to develop myself as a library professional, and I’ve been able to advance within the system as well. In my short time here, I have become more confident and skilled, and a large reason for that growth is the people I work with every day. My coworkers enjoy being here and are passionate about what they do. They focus on serving the public. They have a diverse set of skills and interests, and I feel like I am constantly learning from them. If you embrace our vision, prove you can be counted on, and work with integrity, I believe you’ll find possibilities here, too. “



*Allison Antrim
School Liaison Librarian*

“Over two years ago thousands of community members, city leaders, Olathe Public Library staff, and stakeholders participated in the programming process to share their vision of the future of OPL’s facilities. The vision that emerged was for both Olathe libraries to be communitywide destinations for learning, engagement, discovery and innovation. Tremendous excitement has been generated within the community as citizens can now see that this vision has been heard and is being implemented. We believe the new Indian Creek Library will be that “third place” people look for outside of work and home, and our new makerspace will be one of the primary attractions to citizens of all ages. “



*Bob Miller
Indian Creek Manager*

About the Area

Located just 30 miles south of Kansas City there are many unique attractions in the metro area that beckons locals and visitors alike.

- [National World War I Museum and Memorial](#) is the only museum dedicated to sharing the stories of the Great War through the eyes of those who lived it.
- [Negro Leagues Baseball Museum](#) is the only museum dedicated to preserving and celebrating the rich history of African-American baseball and its impact on the social advancement of America.
- [American Jazz Museum](#) showcases the sights and sounds of jazz through interactive exhibits and films.
- [The National Museum of Toys and Miniatures](#) educates, inspires, and delights adults and children through the museum's collection and preservation of toys and miniatures.
- [Harry S. Truman Presidential Library and Museum](#) is the presidential library and resting place of Harry S. Truman, the 33rd President of the United States.
- [Mahaffie Stagecoach Stop & Historic Farm Site](#) is a 19th century farm and living museum with historic reenactments and era-specific activities.
- [Union Station](#) is a grand, historic train station with permanent and temporary exhibits, a planetarium and a science center.
- [Kauffman Center for the Performing Arts](#) which hosts performances by the Lyric Opera of Kansas City, Kansas City Symphony and the Kansas City Ballet.
- There are plenty of opportunities for the sports enthusiast including the Kansas City Royals, Kansas City Chiefs, Sporting KC, Kansas Speedway
- [Nelson-Atkins Museum of Art](#) is an art museum known for its neoclassical architecture and extensive collection of Asian art.
- [Kemper Museum of Contemporary Art](#) is the largest contemporary museum in Missouri.



Job Title:	Makerspace Coordinator	Job Classification:	Library Associate Supervisor
Department/Group:	Customer Services	Job #:	571
Location:	Indian Creek Library	Position Type:	Full-time
Level/Salary Range:	\$44,762.00 - \$47,000/yr. depending on qualifications	Schedule:	Monday 9:00 a.m.-5:00 p.m. Tuesday 12:30 p.m.- 8:30 p.m. Wednesday 9:00 a.m.-5:00 p.m. Thursday 9:00 a.m.-5:00 p.m. Friday 10:00 a.m.- 6:00 p.m.
HR Contact:	Leslie K Ellsworth	Date posted:	March 25, 2019
Benefits:	Vacation & Sick Leave Medical & Dental Insurance Long Term Care Insurance 457 Deferred Compensation Plan Section 125 Cafeteria Plan for medical and childcare costs KPERS retirement, disability and life insurance		
Posting url:	http://www.olathelibrary.org/employment		
Application Deadline: Please submit application and resume by April 20, 2019			
FAX OR E-MAIL: (913)971-6839 or ellsworth@olatheks.org Subject Line: Attention: Position #571 ONLINE APPLICATION: http://www.olathelibrary.org/employmentapplication		MAIL: Leslie K. Ellsworth HR/Olathe Public Library 201 E Park St. Olathe, KS 66061	
Job Description			
SUMMARY <p>The library is seeking a dynamic, energetic and knowledgeable leader for its Maker program. This person will engage directly and manage other part-time staff to ensure the library's Maker vision remains fresh and the programming is adaptable to current and emerging needs and interests.</p> <p>The successful candidate will have a passion for helping others (including community members and library staff) gain skills, accomplishments and pride through "Make" activities; possess a spirit of curiosity and infectious enthusiasm; have excellent organizational and management skills; understand and use the principles of "design thinking" and bring a sense of possibility to work each day!</p>			

ROLE AND RESPONSIBILITIES

Essential Duties:

- Ability to provide efficient, courteous public service to a diverse customer population and to present a positive image of the library in attitude, appearance, and performance of duties.
- Provides reference, information and reader's advisory services to library customers, using print and electronic resources requiring a high degree of knowledge and skill.
- Able to conduct effective customer interviews to determine a user's needs.
- Consult with other staff to pool knowledge for the benefit of the user.
- Able to maintain confidentiality in all customer and staff interactions.
- Accepts responsibility for the development and delivery of library programming.
- Provide clerical assistance as needed within assigned department.
- May perform supervisory duties.
- Ability to work as an effective team member with staff and volunteers, have a "whatever-it-takes" work ethic, and have an excellent customer service attitude.
- Perform computer functions, which require a high degree of skill and specialization. May include but not be limited to on-line catalog maintenance, cataloging, OCLC searching and other library related technological skills.
- Able to use personal computers, microforms equipment, and other business machines effectively.
- Accept responsibility as the professional in charge of the building and service area when so designated.
 - Accepts responsibility for overseeing staff
 - Monitors library activities
 - Delegates responsibilities
 - Enforces library policies
 - Secures the building
 - Ensures that library operations run smoothly
 - Acts as a liaison to security guard
- Troubleshoot equipment/building problems and report to the appropriate staff or take action as necessary.
- Identifies, evaluates and implements appropriate service enhancements to continually improve effective and efficient delivery of services.
- Remain current on advancements and changes in the field of library science related specifically to job duties, attending workshops and training sessions as needed.
- Assists in the establishment of library policies and procedures.
- Demonstrates leadership and proactive attitude in library's strategic planning process.
- Participate in library staff meetings and community and professional activities directly related to their area of responsibility.

Specific Duties:

- Works closely with Adult, Youth and Outreach Services to develop and maintain Maker-STEAM- and Multi-Media Production-related programming for customers of all ages.
- Hires, trains and supervises library staff assigned to the library's maker programming.
- Develops and implements new and emerging technology, services and projects for the library's makerspaces.
- Operates and maintains makerspace hardware (3D printers, laser engraver, audio and video production and other items).

- Develops a training plan for staff on relevant equipment; informs staff of updates or changes to equipment or procedure.
- Create policies and procedures for the maker services and areas.
- Assists customers with the use of makerspace equipment.
- Forms and maintains relationships with maker staff and activities at neighboring Johnson County Libraries.
- Demonstrates technology outside of the library at community events, including participation in local Maker gatherings.
- Participation with the local make community, including other library systems, maker gatherings, and others.
- Responsible for connectivity, maintenance, and use statistics for electronic resources.
- Participates in relevant committees.
- Collaborate and work closely with all library departments, including IT, Programming, Adult Services, Teens, Children's, Circulation, Administration and others.
- Accept responsibility for the department when so designated.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Science, Engineering, Business, Art or other degrees relevant to leading a makerspace
- Supervisory experience
- The desire to meet the public and serve customers of all ages
- Robust computer, technology, and audio-visual production skills
- Familiarity with makerspaces
- At least 1-year teaching maker equipment or facilitating its use to end-users who have had little or no previous experience with those programs/tools, in a one-on-one or workshop setting.
- Inspired to provide exceptional customer service
- Artistic proficiency and creative mindset
- Ability to work independently with little supervision
- Skill in planning and presenting appropriate programs for young children, teens, and adults
- Ability to establish and maintain effective working relationships at all levels
- Strong oral and written communication skills
- High level of energy and self-motivation to create new services and programs
- Willingness to maintain a flexible schedule, including evenings and weekends to implement programming

Physical Requirements:

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and scanning equipment is required. Regular contact is made with employees, volunteers and the general public.

PREFERRED SKILLS

- Master's in science (including Library Science), Engineering, Business, Art or other degrees relevant to leading a makerspace
- STEAM education background

- Experience working in a public library
- Awareness of new developments and trends in public libraries
- Knowledge of coding, CAD, and Adobe suite
- Grant writing experience
- This list of the desired characteristics is not an exhaustive list of all duties, responsibilities, and qualifications; and is only intended to describe the major responsibilities and requirements of this position.

SUPERVISION

Customer Services Supervisor

Last Updated By:	Leslie Ellsworth	Date/Time:	03/25/2019
------------------	------------------	------------	------------

How to Apply

First consideration will be given to applications received by **April 20, 2019**. The position will remain open until filled.

Please respond to the following questions and include those responses with your cover letter, resume, application and portfolio.

1. Why do you want to work in a public library?
2. What is your customer service philosophy?
3. What is your opinion on the current state of makerspaces – and where do you think they are heading?
4. In a field of strong candidates, what makes you stand out?