# CLASS TITLE: DIGITAL MEDIA COORDINATOR-CPL

## CHARACTERISTICS OF THE CLASS

Under general supervision, the class coordinates and supports the use of digital media for the Teen Services Division and system-wide teen programming and events, and performs related duties as required

## ESSENTIAL DUTIES

- Collaborates with key stakeholders (e.g., division staff, partners) on the design, training, and execution of Teen programs using digital media technologies to ensure appropriate library services for Teen patrons
- Develops, delivers, and coordinates training, professional development, and workshop programs for digital and analog media for Citywide Teen program staff and partners
- Researches and identifies new and upgraded technologies to be used in Teen Services programming
- Works to ensure library staff and partners are implementing a range of digital media resources in accordance with emerging trends and best practices
- Identifies, evaluates, and recommends multimedia and emerging technologies in digital media to ensure alignment with the library's strategic vision
- Develops evaluation criteria and tools (e.g., surveys, focus groups, etc.) and adjusts program content and training as required
- Approves program expenditures to ensure compliance with grant requirements and stipulations
- Recommends the purchase of digital equipment to support the division's needs
- Orders and maintains inventory for multimedia, digital equipment, and assets
- Researches and identifies best practices and industry standards for use in developing digital media resources
- Represents the department in departmental, local, and national conferences and workshops to discuss teen digital programming and services
- Serves as a lead mentor for in-kind grant mentors and provides support through regular professional development meetings
- Prepares reports on the status, progress, and effectiveness of program operations

*NOTE:* *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Media, Communication, Education, or Business or a directly related field plus two years of work experience coordinating digital media activities for youth programming, or an equivalent combination of education, training, and experience

**Licensure, Certification, or Other Qualifications**

- None

## WORKING CONDITIONS

General office and public library environment

## EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Digital media equipment (e.g., 3D Printers, photography and video equipment)

## PHYSICAL REQUIREMENTS

- None

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Moderate knowledge of:

- *digital media equipment practices and techniques
- *design of digital programming for teens
- *multimedia development and programming for library operations
- *library programming and operations

Some knowledge of:

- *principles, practices, and techniques of designing and delivering training programs
- *emerging technologies related to digital library programming
- applicable computer software packages

Knowledge of applicable City and department policies, procedures, rules, and regulations,

### Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- *LEARNING STRATEGIES – Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things

### Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- WRITE – Communicate information and ideas in writing so others will understand
- COME UP WITH IDEAS – Come up with a number of ideas about a topic

**Other Work Requirements**

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2017