

## **Automation Specialist, Librarians Without Borders (LWB) – Limitless Horizons Ixil Program**

### Job Description:

The Automation Specialists will develop and implement a patron library card scanning solution for Limitless Horizons Ixil's (LHI) library in Chajul, Guatemala under the direction and support of the LWB-LHI Program Manager. This solution will comprise both software and hardware. The Specialists will research, evaluate, and procure software on the market that can be adapted to capture data critical to LHI's library assessment needs: patron names and check-in / check-out times. The Specialists will also research, evaluate, and procure a bar code scanner that can be used with the chosen software product.

### Time Commitment and Duration:

The work is expected to take 10-20 hours per month from June to September (4 months), with the solution ready for implementation during LWB's site visit in Chajul in late September 2015.

After this four-month period, there may be opportunities for the Specialists to continue to provide support for that solution and to consult in on other automation needs specific to LHI or to other LWB projects.

### Primary Responsibilities:

- Develop, in conjunction with the LWB-LHI Program Manager (PM), a detailed project plan including goals and deadlines
- Evaluate software options on the market for fit with the library's data-capture needs
- Procure barcode scanner(s) to work with the chosen software product
- Test and support implementation of system before and (remotely) during site visit
- Participate in regular meetings with and provide status reports to PM on project progress; ensure open and continuous communication with the team
- Ensure that the project is delivered on time by end of September 2015

### Qualifications:

- Experience and comfort with evaluating software products and hardware using a defined set of specifications
- Experience and interest in co-leading a project and working with a peer team of volunteers
- Disposition marked by maturity, resourcefulness, flexibility, and collegiality
- Good problem-solving skills are a must!
- Spanish-language is an asset (but not required)

Compensation:

- LWB is an entirely volunteer-run organization. As such, there is no monetary compensation but volunteers will receive professional benefits from leading such a project and personal benefits of this type of meaningful philanthropic work.

How to Apply:

- Please submit an expression of interest (up to 1 page) and resume to [brandie.burrows@lwb-online.org](mailto:brandie.burrows@lwb-online.org) by June 15, 2015
- We thank you for your interest and support of LWB's work!

