

MERIDIAN LIBRARY DISTRICT

Digital Services Librarian



Position Summary

The Digital Services Librarian performs a variety of professional library duties to uphold the District's mission, values, and service philosophy. This position develops District digital content, website, and resources; designs, implements, and evaluates digital resources and databases; supports the digitization and maintenance of Meridian History Center collection.

Librarians at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Project Management

The Digital Services Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District's strategic goals and are responsive to community needs. Leads and actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives. Supports clear communication between library administration, management teams, committees, and library staff.

Support the digitization and maintenance of the Meridian History Center collection.

Brand Strategy

The Digital Services Librarian supports marketing strategy and promotional content to drive brand awareness. Works with the Marketing Librarian to ensure integrity and consistent use of District's branding guidelines across all virtual spaces. Works with the Collection Development Librarians to ensure digital collections are reflective of physical collections to support consistent advertising and

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promotion. In conjunction with the Strategic Initiatives Manager, routinely researches and evaluates user experience online and creates plans for implementing, developing, and improving services. Actively promotes and monitors library services and programs on District platforms, public calendars, and community collaborations.

Website

The Digital Services Librarian oversees electronic content and website curation which includes maintaining the visual appearance, organization, usability, and accessibility of external and internal digital resources and websites. Responsible for ensuring digital resources are delivered with attention to user experience and according to the library policies and procedures. Maintains the District's YouTube social media channel in accordance with the Records Retention Policy.

Customer Service

The Digital Services Librarian provides excellent customer service, internally and externally, and makes customer focused decisions based on library policies and procedures. Drawing upon advanced knowledge of library resources and practices, is responsive to patron and library staff feedback regarding the District's digital services, website, and Meridian History Center. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Establishes and maintains community partnerships and provides embedded library services to organizations within the Meridian community. May work with and collaborate with third-party vendors to support District services and initiatives.

Research and Reporting

The Digital Services Librarian is well-versed in public library trends and practices; user experience and website curation; digital resources for libraries; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities. May present, on occasion, to library administration and the Library Board of Trustees. Maintains accurate records, collects statistics, and prepares reports related to library services and events as requested by administration. Maintains public calendars to ensure accuracy and program promotion.

Marginal

Provides digital resources and content creation training for library staff.

May work with and/or direct the work of volunteers in providing library services.

May apply for outside grants and sponsorships for supplemental funding as authorized by library administration.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system, and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Understands the principles of project management in libraries. Experienced in creating and administering surveys and other evaluation tools to establish, measure, and evaluate service outcomes.

Must be able to work alone at a location and be able to juggle multiple priorities. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

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Knowledge of Adobe CS, photo editing software, video content creation processes and software, Canva, and YouTube channels. Experience updating, managing, and maintaining websites and databases; knowledge of Drupal and Github preferred.

Experience

1-3 years of professional library experience with digital resources and website curation experience.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

None

Preferred Qualifications

Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements

This position requires the employee to routinely sit, stand, walk, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally crouch or squat and twist/turn; seldom balance, kneel, crawl, and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-25 pounds and push/pull objects weighing up to 50 pounds.

Mental Requirements

This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math. Requires independence in decision-making and a comfort level with autonomy.

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Technology, Equipment, and Devices

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email, and cloud environments. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

This position requires operation of a vehicle on behalf of the District.

Work Environment

The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

Expected Hours and Location of Work

This position requires the employee to work a workday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location are subject to change at the discretion of management to support business needs.

This position works a full-time schedule of 40 hours per week.

Expected Travel

This position requires routine travel between Meridian Library District locations and community events within the Lynx Library Consortium boundaries; limited travel for training and conferences.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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