

MERIDIAN LIBRARY DISTRICT

Digital Resources Coordinator



Position Summary

The Digital Resources Coordinator performs a variety of responsibilities in support of the Meridian Library District's (District) mission, values, and service philosophy. This role coordinates and maintains digital platforms; manages web pages and online resources; designs, implements, and evaluates digital resources.

Duties and Responsibilities

Essential

Digital Access

Oversees electronic content and ensures user-friendly access to digital materials. Manages the design, organization, and accessibility of online resources and webpages. Delivers digital services aligned with best practices in user experience and in accordance with District policies. Helps ensure District branding standards across digital platforms are upheld. Works with management to develop and provide training for staff on digital tools.

Project Management

Applies project management principles to lead strategic initiatives that support the District's goals and respond to community needs. Leads and contributes to District committees, fostering cross-departmental collaboration. Facilitates clear communication across all levels of the organization.

Staff Resources

Creates and maintains clear, accessible internal documentation and workflows to support staff across all departments and locations. Develops procedural guides, digital manuals, training materials, and workflow documentation that align with District policies and ensure consistency in digital resource management. Supports continuing education by providing resources that improve understanding and use of the District's digital tools, platforms, and services. Provides assistance to aid in the onboarding of new staff and trustees.

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Customer Service

Delivers outstanding internal and external customer service, with a commitment to equitable access and community-centered service. Uses deep knowledge of digital services and best practices in libraries to respond to patron and staff feedback. Promotes respect for diversity and cultivates an inclusive, welcoming environment. Engages with professional networks, committees, or external organizations to stay informed and connected. Collaborates with third-party vendors to support and enhance District services.

Research and Reporting

Stays current with trends in public libraries, user experience, digital innovation, and community interests. Engages in ongoing professional development and applies insights to improve services. Maintains accurate documentation and collects, analyzes, and reports statistics related to library services in the District. Uses data to inform decision-making, assess impact, and guide future service development. May present findings to library administration or the Board of Trustees upon request.

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- Collaborates with Librarians and partners to support embedded library services.
- May pursue grants or sponsorships to fund innovative projects, with administrative approval.
- Performs additional duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities

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- Proficient in Microsoft Office, Google Workspace, and online research tools.
- Embraces technology as essential to library services and adapts to emerging tools.
- Demonstrates a growth mindset and seeks continuous learning and development.
- Delivers exceptional customer service and upholds District values.
- Communicates effectively with people of all backgrounds and fosters strong internal and external partnerships.
- Applies project management principles effectively within a library setting.
- Skilled in developing and implementing evaluation tools (such as surveys) to measure service impact, user proficiency, and overall effectiveness..
- Manages multiple priorities independently and resolves conflicts professionally.

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- Skilled in Canva, Adobe Creative Suite, photo editing, and web/database management.

Experience

- 1–3 years of professional library experience with a focus on digital resources and electronic collections.

Education

- High School Diploma or G.E.D.

Training, Licenses, or Certifications

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

Supervisory Responsibility

- None

Preferred Qualifications

- Bilingual in Spanish-English or Russian-English.
- Experience with Airtable, Looker Studio, Drupal

Working Conditions

Physical Requirements

Regularly required to sit, stand, walk, and perform tasks involving manual dexterity. Frequently uses vision and hearing to perform duties; occasionally bends, squats, or twists; may lift items up to 25 pounds or push/pull items up to 50 pounds.

Mental Requirements

Reads, writes, and performs clerical and basic mathematical tasks. Must work independently and handle decision-making with confidence.

Technology, Equipment, and Devices

Proficient with computers, office software, email, library systems, consumer technologies, and cloud platforms. Operates and troubleshoots office equipment and stays up to date with new technology. May operate a vehicle for District purposes.

Work Environment

May work independently or remotely. Engages in regular verbal and face-to-face interactions. Works in indoor environments and around moving objects.

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Expected Hours and Location of Work

Full-time, 40 hours per week. Primarily weekday daytime shifts, with occasional evenings and weekends. Schedule and work location may be adjusted to meet District needs.

Expected Travel

Regular travel between library branches and community events within the Lynx Library Consortium; occasional travel for training or 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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