



An Equal Opportunity Employer

POSITION AVAILABLE: DIGITAL SERVICES LIBRARIAN*

**Position description pending board approval*

Job Title:	Digital Services Librarian	Pay Type:	Hourly
Status:	Full-Time	Pay Rate:	\$21.51-\$25.00 per hour
Hours per week:	40 or as needed based on business needs	Benefit Eligibility:	Eligible for Benefits

Position Close Date: Open to Further Notice

Benefits: The District offers a competitive benefits package to regular, full time employees that includes 100% employer paid monthly health insurance premium for employee Medical, Dental, and Vision coverage with the option to add dependents and spouse at reasonable, low cost rates. Regular, full time employees are also eligible for a District sponsored Health Reimbursement Account, PERSI Retirement, Voluntary 401k, Voluntary Group Term Life Insurance, and Aflac. Full time employees are eligible for holiday accrual for District-observed holidays and 16 hours per month of paid time off under the District's generous PTO policy. For a full description of the benefits associated with this position, download the PDF [here](#).

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Position Summary

The Digital Services Librarian works closely with the Technology Services Manager and a small team of individuals to provide consistent, dynamic, and excellent customer service to library patrons. The Digital Services Librarian is responsible for maintaining a pleasant, inviting, and safe environment in delivering services to the Meridian community.

Duties and Responsibilities

Essential

Assists patrons and staff by providing technology resources utilizing the library's databases and integrated library system, as well as a variety of technological avenues. Provides subject matter expertise in a variety of software applications, digital resources, and technology equipment and provides one-on-one training or assistance when appropriate.

Works closely with marketing staff to promote and maintain communication of resources and services to an online audience via the District's social media and public website. Responsible for ensuring digital resources are delivered with attention to user experience and according to library policies and procedures.

Oversees digital content including maintaining the visual appearance, organization, and accessibility of all library resources online (databases, electronic materials, and the external website). Acts as a liaison between staff and website vendor.

Develops strategies and processes for the District's operational data, including recording usage statistics and reports, and methods of records retention and file management. Instructs and trains staff around management of digital content (District records, digital files, intranet, and network drives).

Researches and evaluates the needs of target audiences and recommends changes to the collection (digital resources, physical resources and equipment) to ensure the collection is relevant, current and responsive to community needs and priorities. Utilizes a good working knowledge of technological resources to proactively collaborate with selectors in the development and maintenance of the technology collection, including a variety of digital resources (i.e. software, online materials, etc.) and physical resources and equipment (i.e. physical technology books, computers, 3D printers, other printing technology etc).

Seeks out and applies for grant funding to support programs, equipment and new initiatives. Leads special projects in accordance with the Library's Strategic Plan. Participates in community, school, and committees when applicable, and represents the library in a positive manner.

Marginal

Provides screen casting, virtual reference, and helps manage the virtual signs for the District.

Participates on committees, providing expertise for staff projects and advising the department on a librarian's perspective for technology projects.

May plan and conduct programs for the public, cover the desk at the Technology Library or other services desks.

Is professionally active; identifies and participates in professional development opportunities. Stays current on technology trends and changes, contributing ideas and implementing changes where appropriate.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities: Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is technically savvy, exhibiting a high learning aptitude in a number of operating systems such as Windows, Linux, iOS, Mac, Android, and software products and applications such as Microsoft Office Suite (Excel, Word, PowerPoint, Access, Visio), Adobe CS/CC (Photoshop, Illustrator, etc.), iMovie, FinalCut Pro, Movie Maker, Prezi, Audacity, GarageBand, 3D Printing & Design, Arduino (HW/SW), Drupal, App Design and Software Development Kits (SDKs). This position requires a knowledge and a strong aptitude and ability to learn and adapt to various hardware and software including audio visual equipment, personal computers, tablets, smart phones, various operating systems and gaming equipment.

Advanced understanding of public libraries and library services as well as knowledge of modern trends and best practices.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including entrepreneurs, small business owners, young adults, and students. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 3-5 years of professional library work experience

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent combination of education and experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: Accepts and directs the work of volunteers. Assumes supervisory responsibilities when assigned.

Preferred Qualifications: Desired personal attributes include an awareness of the entire community, sense of humor, a passion for engaging patrons from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

Bilingual, preferably Spanish-English, or other languages.

Working Conditions

Physical Requirements: The job requires the employee to stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and troubleshoot a variety of technology equipment.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact with diverse patrons, presenters and staff, inside environments, mechanical equipment, cabling and hookup of various and moving objects.

Expected Hours of Work: The job requires employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Expected travel: The job requires limited travel for training and conference activities. May require occasional travel between library locations.

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.