Position Summary

The Electronic Resources Librarian has overall responsibility for the District’s electronic resources and e-media offerings, including selection, acquisition, licensing, technical implementation, maintenance and evaluation. Staff training and promotion of e-resources is an important aspect of the job. The Electronic Resources Librarian works cooperatively with library managers and community members to identify the needs of the staff and public and develop plans to meet those needs.

Essential Functions

1. Perform subject-area needs assessment for electronic resources.
2. Select and evaluate databases, e-media and for-fee web services.
3. Measure staff and public usage and develop qualitative metrics.
4. Negotiate contracts with vendors and act as vendor liaison.
5. Work with the IT department as necessary to set up and maintain access to databases.
6. Coordinate MARC record services with the Lead Cataloger and/or ILS staff.
7. Develop and deploy a training program for District public service staff in the use of the electronic resources.
8. Coordinate customer help desk services for re-media and electronic resources.
9. Maintain accurate and complete files of licenses and user agreements.
10. Assist with special projects.

Duties

1. Work cooperatively with public service staff.
2. Monitor consortial offerings from Amigos, MOREnet, MOBIUS and other appropriate consortia.
3. Generate statistics and other reports.
4. Maintain current knowledge of issues and developments in electronic resources and e-media.
5. Attend meetings of District staff as required.
6. Carry out duties in accordance with the District’s Code of Ethics.
Skills

1. Extensive knowledge of general library operations and library technology.
2. Experience with management of electronic resources.
3. Ability to effectively use Microsoft Office products, Serials Solutions and integrated library automation systems.
4. Excellent written and spoken communication skills.
5. Strong technology skills, including the ability to learn new and changing technologies and to problem solve using a variety of software.
6. Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.
7. Ability to effectively develop and present database training.

Essential Physical Abilities
Accomplished with or without reasonable accommodation.

1. Ability to sit for long periods of time.
2. Sufficient clarity of speech and hearing to communicate well with staff and customers.
3. Sufficient vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
4. Sufficient personal mobility to attend meetings at various locations within the District.

Education and experience

1. Master of Library Science from an ALA-accredited program required.
2. Two years of electronic resources management in a public library setting preferred.

The job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the Library.