

# Electronic Resources Librarian

JOB TITLE: Electronic Resources Librarian

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Technical Services and Facilities

APPROVED DATE:

REVISED DATE: 05/2015, 02/2022

## **Job Summary**

Provide leadership and direction for the Library District in providing electronic resources by establishing and maintaining strategic networks and partnerships with other libraries and organizations focused on public access advocacy and identifying trends, practices, and standards in electronic resources and services. Lead collection development, management, assessment, and support of electronic resources for library customers.

This position contributes to the Library District's effective operation providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

## **We Value Lived Experience**

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

## **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Establish and maintain strategic networks and partnerships with other libraries and organizations focused on public access advocacy and identifying trends, practices, and standards in electronic resources and services.
2. Maintain ongoing awareness and engagement of trends and developments in electronic resources and services, and transfer and share knowledge to customers and staff across the organization.
3. Develop effective internal relationships by collaborating and consulting with all departments, internal stakeholders and peers in selecting, implementing, promoting, and evaluating electronic resources.
4. Provide leadership, coordination, and administration as primary liaison for all electronic resources, including reference resources, with vendors, publishers, suppliers, and library staff.
5. Establish and manage excellent relationships with vendors, suppliers, and publishers and monitor and evaluate their services.
6. Actively participate in and/or support assessment focused data collection, analysis, and dissemination of findings.
7. Coordinate electronic resource-related training for staff; develop and deliver presentations on electronic resources for Friends, Boards, and other community groups.

### **Additional Duties and Responsibilities**

1. Serve on teams, committees, task forces and working groups as assigned.
2. Coordinate library volunteers and professional fieldwork students as needed.
3. Prepare correspondence and reports.
4. Train new staff as needed.
5. Participate in ongoing professional development.
6. Assist with special projects as required.
7. May be in charge of the department in the absence of the Collection Development Manager and Assistant Manager.
8. Perform other duties as assigned.

### **Supervision**

This position reports to the Collection Development Manager. Supervision of the work of others is not a normal part of the work of this position but the incumbent may from time to time guide the work of others as team lead on projects.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of national trends and developments in electronic resources including trends in use.
2. Thorough knowledge of established practices and procedures for an integrated library system (ILS).
3. Knowledge of collection development practices, procedures, and trends.
4. Knowledge of bibliographic search techniques as well as standard library electronic resources and print reference tools.
5. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
7. Demonstrated ability to provide excellent customer service.
8. Ability to communicate effectively with diverse audiences.
9. Excellent written and oral communication skills; ability to explain complex concepts to staff.
10. Strong organizational, analytical, and problem-solving skills.
11. Demonstrated ability to work independently, set priorities, and manage competing deadlines.
12. Demonstrated ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
13. Demonstrated ability to be flexible, manage ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
14. Knowledge of library resources, programs, and services in a public library.
15. Ability to operate relevant computer systems including hardware and software such as Microsoft Office, electronic resources, email, chat, social media platforms, and internet navigation in addition to other office equipment.

### **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. Master's degree in library science from an American Library Association (ALA) accredited university required.
2. At least two years of recent, related professional experience required, including experience in providing direct customer service.
3. Provide a Washington State Librarian certificate within 60 days of hire.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent must occasionally move objects or materials weighing up to 35 pounds.

While performing the duties of this job, the incumbent must communicate with coworkers and members of the public. There are regular interpersonal contacts with staff members and customers. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.