This Job Description identifies the major responsibilities of this job.

1. **Position Purpose:**

The Digital Resources Librarian is responsible for overseeing the district’s electronic resources including but not limited to e-books, e-audiobooks, music, video, and subscription databases. This position is also responsible for curating the library district’s physical media and periodical collections. Creating outstanding collections is accomplished by analyzing the collections and monitoring trends, identifying high demand materials and working with department managers to ensure the best possible purchases are made.

1. **Relationships:**

This position reports to the Director of Technical Series and works as a team member within this department. The position also works closely with the ILS Administrator and Collection Development Librarian. Builds good working relationships with e-resources, database, and media vendors. Works to support public services. This position provides excellent customer service, demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

1. **Primary Duties and Responsibilities:**

* Responsible for selection of media and electronic materials for the library district adult and juvenile collections.
* Manages subscription database collections to ensure they meet the needs of the user.
* Works with PCCLD Collection Development software.
* Works with 3rd party vendors for selection and acquisition of serials.
* Manages the collection of serial subscriptions to ensure that the library’s collection meets the needs of the community.
* Communicates new resources, updates and issues to staff so they are equipped to answer customer questions.
* Tracks monthly statistics of all e-resources and database usage.
* Develops and presents statistical reports on the use of electronic resources and databases.
* Monitors EZProxy (off library site access) of databases
* Troubleshoots electronic resources and assists customers and staff with access issues.
* Stays current on media reviews and e-resource trends to ensure selection of current and retrospective items required for a vibrant, timely and comprehensive public library collection.
* This position is assigned the role of Person in Charge (PIC) at the Rawlings Library on a regular basis to respond to escalated customer service concerns, emergencies, or security issues, and will work closely with the Security Officer on duty.
* Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
* Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.
* Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

1. **OTHER DUTIES AND RESPONSIBILITIES**

* May serve on library committees and special projects.
* Performs other duties as needed.

1. **QUALIFICATIONS**

**Education and Experience:**  A Master’s Degree in Library Science from a college or university accredited by the American Library Association is and two years of related work experience is required. Library experience and familiarity with electronic resources and collection development is preferred.

**Skills and Abilities:**

* Requires a thorough knowledge of collection development practices.
* Computer skills using an ILS, on-line ordering systems, collection development software, and the ability to create spreadsheets, presentations, reports and documents.
* Ability to conduct complex reference interviews, to analyze requests and to apply research skills to locate specialized information or provide customers with alternative sources.
* Excellent communication skills including customer service skills with the ability to problem solve and find solutions.
* Possesses a keen interest in using and learning new relevant technologies.
* Ability to function under flexible and changing conditions.

**Physical Requirements:**  Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

**Other Requirements:** Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.