



**Job Summary:** Reporting to the Head of Adult Services, the Digital Services Librarian is responsible for assisting in the coordination and provision of digital library resources including digital content such as ebooks, eaudiobooks, emagazines, emusic and information databases. Supports the Library's social media presence and maintains content on the Library's website relating to digital services and social media. Ensures interactive user engagement with library digital content and investigates and promotes new methods and tools for presenting content to patrons. Collaborate with IT support staff, librarians and other staff members to provide quality digital services. Provides in-person and virtual reference and research assistance to patrons and participates in collection development and maintenance.

**Hours per week:** 35 hours per week.

**Duties:**

- Coordinates access and maintenance of the Library's licensed digital resources, including tasks related to contracts, implementation, staff support, troubleshooting, and maintenance of resources.
- Works cooperatively with librarians and staff to promote the use of digital tools and resources to serve our community.
- Coordinates and maintains content for web and mobile-enabled interactive services that provide a quality user experience.
- Collaborates with the IT staff to develop information service strategies and initiatives that maintain a high level of patron satisfaction with on-site and digital technology resources.
- Identifies, develops and delivers patron instruction in the use of digital technologies including the development and delivery of library programs.
- Performs professional library work in collection development, including acquisition, evaluation, selection, and weeding of digital and print library materials.
- Provides information, readers advisory and reference services.
- Collects, maintains and reports digital resources and services statistical data to Library Administration.
- Keeps informed of professional and technological developments through participation in professional organization, workshops, continuing education courses and reading professional materials.
- Performs other assigned duties.

**Knowledge and Abilities:**

- Knowledge of library information technology, systems, products and delivery technologies.
- Knowledge of Microsoft software systems and tools, social media platforms and web-based communication, information and collaboration tools.
- Demonstrated ability and enthusiasm for working with the public.
- Ability to establish and maintain effective working relationships with Library staff.
- Ability to work in the Library's team setting. Willingness to assist and support coworkers, contribute ideas and maintain flexibility.
- Ability to adapt to a rapidly changing library technology environment.

**Communication Skills:**

- Ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration.
- Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

**Physical Requirements:**

- Physical condition commensurate with the demands of the position
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300-400 pounds on wheels

**Education and Experience:**

- Master's degree of Library and Information Science from a library school that is accredited by the ALA or recognized by the NYS Education Department following acceptable education methods. AND
- One (1) - two (2) years of satisfactory professional library experience
- Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.

**Travel Requirements:**

- Travel is not required for this position.

**FLSA Status:**

- This position is non-exempt.



## Job Description Librarian I – Digital Services Librarian

---

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the Clifton Park-Halfmoon Public Library and the employee, and is subject to change as the needs of Clifton Park-Halfmoon Public Library and the requirements of the job change.*

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_