

ELECTRONIC RESOURCES LIBRARIAN

(Range 118)

DEFINITION

Performs a variety of professional work in the delivery of services of the Electronic Resources Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Electronic Resources Manager.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Assists with the efficient delivery of services of the Electronic Resources Department.
2. Provides digital reference services to customers via telephone and email.
3. Assists with the promotion of electronic resources and library materials.
4. Assists with electronic resource evaluation, selection, maintenance, and troubleshooting.
5. Provides instruction in the use of electronic resources and mobile devices for customers and staff both remotely and in a classroom setting.
6. Keeps abreast of electronic resources and library material needs, trends, and issues related to the Electronic Resources Department.
7. Assists with the operation of Electronic Resources Department equipment by monitoring performance and resolving technical issues.
8. Maintains compliance with Library District policies and procedures and explains policies and procedures to customers and staff.
9. Interacts extensively in person, over the telephone, and via email with customers, District-wide staff, management, outside agencies, and other libraries.
10. Responds to public and staff inquiries and complaints in a courteous and timely manner.
11. Utilizes personal computers, the Internet, email, online tools and resources.
12. Operates library and office equipment including, but not limited to: projectors, scanners, copy machines, telephones, and facsimile machines.
13. Attends or conducts miscellaneous meetings and training sessions associated with the Electronic Resources Department.

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14. Maintains a safe environment for both customers and staff.
15. Assists with the preparation of various routine and non-routine reports.

Marginal Functions:

1. Participates in committee work when needed.
2. Attends and participates in professional associations meetings and seminars.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Public library and electronic resources principles, practices, and techniques.
2. Computing hardware and mobile devices used to access electronic information.
3. Library automation systems.
4. Research techniques.
5. Library collections, literature, and information trends.
6. Library District policies, procedures, terminology, and functions.
7. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Use electronic and multimedia resources and technologies as applicable to the delivery of reference and information services.
2. Develop and conduct training sessions for diverse learning groups.
3. Provide excellent customer service.
4. Train customers and staff on the use of electronic resources.
5. Establish and maintain effective working relationships with those contacted during the course of work.
6. Exercise good judgement and make sound decisions.
7. Work both independently and as part of a team.
8. Accept and manage change and maintain flexibility.
9. Plan and organize work assignments for accurate and efficient results.
10. Understand and follow oral and written instructions.

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11. Communicate clearly and concisely, both orally and in writing.
12. Learn new skills and technologies.
13. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - Standing, walking, or sitting for extended periods of time;
 - Bending, reaching, stopping, and pushing;
 - Lifting and carrying;
 - Operating assigned equipment.
14. Maintain effective auditory and visual perception needed for:
 - Making observations;
 - Communicating with others;
 - Reading and writing;
 - Operating assigned equipment.

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required. Experience providing reference and/or reader services required; experience working with mobile devices, e-readers, and electronic resources required.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds), and lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; full dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: EXEMPT
CBA: NON SUPERVISOR
DEVELOPED: MAY 1, 2018