



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Electronic Resources Librarian

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Performs a variety of professional work in the delivery of services of the Electronic Resources Department. Receives direct supervision from the Electronic Resources Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with the efficient delivery of services of the Electronic Resources Department.
2. Assists with electronic resource promotion, evaluation, selection, maintenance, and troubleshooting of library materials.
3. Provides instruction in the use of electronic resources and mobile devices for customers and staff both remotely and in a classroom setting.
4. Keeps abreast of electronic resources and library material needs, trends, and issues related to the Electronic Resources Department.
5. Provides digital reference services to customers via telephone and email.
6. Assists with the operation of Electronic Resources Department equipment by monitoring performance and resolving technical issues.
7. Maintains compliance with Library District policies and procedures and explains policies and procedures to customers and staff.
8. Interacts extensively in person, over the telephone, and via email with customers, District-wide staff, management, outside agencies, and other libraries.
9. Responds to public and staff inquiries and complaints in a courteous and timely manner.
10. Attends or conducts miscellaneous meetings and training sessions associated with the Electronic Resources Department.
11. Assists with the preparation of various routine and non-routine reports.
12. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Librarian plus:

- Library Automation Systems
- Service assessment and research
- Data-informed decision-making

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library and Information Science from a college or university accredited by the American Library Association.

Preferred: N/A

- **EXPERIENCE:**

Required: Experience providing reference and/or reader services; experience working with mobile devices, e-readers, and electronic resources.

Preferred: N/A

- **License or Certification:**

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

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Although work is performed in a library setting, a limited amount of walking or standing is often necessary to carry out job duties. Tasks may involve frequent walking, standing, bending, reaching, stopping, and lifting and carrying objects of moderate weight (20-50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

KSAs of Librarian plus:

- Knowledge of library automation technologies and digital access systems; collections, literature, and information trends.
- Knowledge of public library and electronic resources principles, practices, and techniques; development resources and discovery tools.
- Knowledge of electronic reader services information resources, including research databases, industry reports, and relevant publications.
- Ability to use electronic and multimedia resources and technologies as applicable to the delivery of reference and information services.
- Ability to communicate clearly and concisely, both orally and in writing.

DEVELOPED: May 1, 2018