



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Electronic Resources Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Performs professional administrative, technical and supervisory work in the management, growth and development of Electronic Resources. Responsible for planning the services including organization, presentation and delivery of information services to Las Vegas-Clark County Library District (District) customers utilizing electronic resources and various delivery methods. Receives administrative direction from the Access Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Exercises general supervision over staff assigned to both deliver services electronically and to herald the library brand via the District's website.
2. Supervises assigned staff and assists in the supervision of branch staff, including but not limited to:
 - a. Performance coaching and management;
 - b. Career counseling and development;
 - c. Conflict resolution.
3. Ensures the efficient operation of service delivery and overall technical integrity of the District's electronic resources via the District's website.
4. Manages the District's webpage as an entryway to offering a wide range of library services to customers utilizing technology for remote access and delivery of services, including licensing, acquisitions and renewals of databases.
5. Stays abreast of new trends and innovations in the field of information technology, public library administration and electronic information products and services.
6. Collects data and user feedback in order to prepare planning documents, and develop goals and objectives for the operation services in keeping with the mission and goals of the Library District.
7. Works with staff in Information Technology to evaluate and make available electronic reference resources, including the digitization of local collections and information and to ensure access to library customers both in the library and off-site.

8. Reviews the department goals and objectives; exercises decision-making skills in coordination and direction, including resolving staff issues, customer service issues, conducting collection development and maintenance of electronic resources, and budget evaluation.
9. Assists subordinate staff in the planning, coordinating, and organizing of specific functional, programmatic, and technical aspects of library services to enhance the selection of electronic resources on the library web site including free web sites as well as proprietary licensed databases.
10. Helps to interpret, develop, and implement Library District and Branch policies and procedures as part of the District team; interacts extensively with District-wide staff and management, outside agencies, vendors, and other libraries.
11. Works with the Branding and Marketing team to maintain communication with the local community and conduct public outreach programs to increase public awareness and support of library programs and services.
12. Provides advice and consultation to Library District staff and management, Board of Trustees, patrons, and others concerning various policies and long-range planning of Electronic Resources.
13. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Electronic Resources Librarian plus:

- Customer Service
- Microsoft Office (Excel, Word, PowerPoint)
- Managerial planning, organizing, directing, staffing, reporting, coordinating, and budgeting.
- Experience with database-backed websites, including preparing related documentation
- Public Service Ethics

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library Science (MLS/MLIS) from a college or university accredited by the American Library Association (ALA).

Preferred: N/A

- **EXPERIENCE:**

Required: Three (3) years of progressively responsible professional library experience, including demonstrated supervisory experience and experience maintaining electronic or integrated reference 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 Electronic Resources Librarian plus:

- Knowledge of electronic reader services information resources, including research databases, industry reports, and relevant publications.
- Knowledge of HTML, Javascript, Coldfusion, Dreamweaver and related programming languages and technologies.
- Skilled in the use of automated library information systems equipment and digital access systems.
- Skilled in the implementation of outreach efforts with community organizations, agencies, and others.
- Ability to plan, develop and maintain a library web site with integrated reference resources used in the delivery of information.
- Ability to implement strategic library service objectives with measurable outcomes.

DEVELOPED: September 20, 2000

UPDATED: March 13, 2018