Position Title: DIGITAL CONTENT LIBRARIAN (MLS)
FLSA Status: Exempt
Reports to: Director of Advancement and Community Relations
Department: Community Relations
Salary Range: 1/14

PURPOSE OF WORK:
Under direction, the Digital Content Librarian oversees content development, ensures design congruence, and manages the library’s online presence in order to effectively promote and provide user-friendly access to the library’s resources and services. Responsibilities include: oversight of the library’s website and social media platforms, managing digital content and resources, and ensuring accurate and timely online access to resources and information for patrons and staff.

ESSENTIAL POSITION FUNCTIONS
1. Works in collaboration with library departments to create, manage, and maintain content for the library website, social media pages, and other web-based platforms
2. Works with the IT and Community Relations staff in the overall user experience, design, development, and maintenance of public and internal Web sites, services, and systems, including the library catalog and web-based staff information sharing services (i.e. wiki or intranet)
3. Works with library staff and administration to develop and implement a strategic vision and implementation plan for the library's online presence
4. Monitors and updates the website and the library's social media presence; appropriately responds to or shares patron feedback and comments in a timely manner
5. Monitors and manages budget and supplies; maintains excellent vendor relations
6. Provides training and support for staff and patrons on digital content creation methods and other emerging technologies; supports library staff in the production of online content to enhance the library’s web services
7. Recommends new technologies, best practices, and services related to digital content; oversees project implementation from start to finish
8. Provides regular written and verbal reports on both routine and special projects to the Director of Advancement and Community Relations, the Library Director, and to the library Board of Trustees
9. Troubleshoots public and internal web sites and services with patrons and staff
10. Assists with the development of policies and guidelines related to technology for the library
11. Works with the Local History Librarian to ensure access to and promotion of the library’s digitization project
12. Assesses community needs and interprets them into digital library services
13. Reviews and recommends electronic resources in collaboration with public service staff and the collection development librarian
14. Performs additional duties as assigned including providing direct public service, serving on task forces or committees, etc.
15. Demonstrates a positive attitude and supports library goals and objectives
16. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
17. Other duties as assigned

**MINIMUM QUALIFICATIONS:**
1. Master’s degree in Library Science from an American Library Association accredited school; AND minimum of one (1) year of experience in a library setting OR an equivalent combination of knowledge, skills, and experience
2. At least one (1) year of experience in planning and contributing to website content development. Knowledge of HTML, CSS, XML and/or graphic formats preferred.
3. Experience with social media platforms in a professional capacity
4. Excellent oral and written communication skills; ability to deliver presentations and speak before groups in a variety of settings
5. Ability to define problems, collect and evaluate data, establish facts and draw valid conclusions
6. Excellent interpersonal skills
7. Demonstrated project management experience
8. Ability to work accurately and with attention to detail
9. Ability to work independently
10. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
11. Superior working knowledge of traditional and electronic resources including web sites and databases; excellent online searching skills
12. Superior comfort level with common software applications including the Microsoft Office Suite

**HIGHLY PREFERRED QUALIFICATIONS**
1. Experience with a content management system, such as Drupal or Joomla
2. Knowledge of one or more scripting languages, such as PHP, ASP/VBScript, ColdFusion or Perl
3. Experience with production of digital content (podcasts, video production, etc.)
4. Familiarity with user-experience design and usability testing

**PHYSICAL DEMANDS**
Ability to sit and use a computer for extended periods and operate standard office equipment, daily
Ability to lift and move up to thirty (30) pounds, occasionally
Ability to push book trucks with up to 150 pounds of materials on them, occasionally
Ability to perform repeated reaching, bending, climbing and squatting, occasionally
Travel by automobile, occasionally
WORKING CONDITIONS
Majority of work performed in general office/library environment
Requires availability for extended hours as needed
Requires evenings and/or weekends
Requires periodic participation and attendance at events and trainings

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.

Signature: ____________________________    Date:__________