



**LAKELAND LIBRARY COOPERATIVE
DIGITAL SERVICES LIBRARIAN
SPECIALIST
2 positions
600 hours per year maximum per position
JOB DESCRIPTION
October 2021**

JOB SUMMARY

The Digital Services Librarian Specialist provides support for digital content provided in-house and by third party vendors. This includes, but is not limited to digital newsletters and brochures, social media and web page content, promotional and instructional materials in multiple formats, tutorials and implementation and upgrade support and documentation. These positions are part-time and will not to exceed 12 hours per week per position and report to the Cooperative Director. Weekly hours may vary and work schedules can be both flexible and remote. The duties described will be both shared and/or split between the two individuals hired. Salary range is \$16 to \$20 per hour. Holidays and sick leave are the only benefits included with this position.

Please send a resume, cover letter and the names and contact information for three references to carol@llcoop.org by October 30th, 2021.

DUTIES/RESPONSIBILITIES (Illustrative not exhaustive)

- Provides uniformly consistent, respectful, and friendly service to LLC members, staff and visitors.
- Understands and complies with organizational policies and procedures while safeguarding confidential and restricted information.
- Prepares and distributes bi-monthly digital newsletter and monthly statistical snapshots.
- Serves as liaison for in-house digital content and 3rd party digital content vendors. Provides digital support for the Lakeland Continuing Education Committee.
- Creates, maintains, updates and distributes Lakeland promotional and educational materials.
- Provides digital support for product enhancements, upgrades and new product roll-outs.
- Performs other duties as assigned.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Ability to work effectively with others.
- Ability to exercise judgment in analyzing and solving problems.
- Ability to set priorities, make independent decisions, and exercise discretion with vendors, members and office staff.
- Ability to manage multiple tasks and adhere to deadlines.
- Attention to detail, with a commitment to accuracy in all work products.
- Strong written and oral communication skills, including gathering, analyzing and presenting accurate written records, as well as clear and concise oral reports.
- Ability to learn the organization and operation of a library cooperative.
- Knowledge of, and ability to use, PCs and a variety of hardware/software applications.

- Ability to use a variety of office equipment.
- Ability to lift boxes of paper, files and other office supplies weighing a maximum of 50 pounds on a daily basis to waist-high level.
- Manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods.
- Ability to work extra hours occasionally, if needed.
- Able to travel to member libraries, meetings and conferences with occasional overnight travel.

QUALIFICATIONS

- At least two years of college. BA and MLS preferred.
- At least three years experience in a public library with a focus on digital content and services.
- Advanced working knowledge of the following software and products:
 - Microsoft Office Suite
 - Facebook and LinkedIn
 - Canva
 - Digital Content Vendors such as Hoopla, Overdrive and Proquest.

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