



NOVI PUBLIC LIBRARY

JOB TITLE: Digital Services Librarian
REPORTS TO: Head of Information Services

PRIMARY DUTIES & RESPONSIBILITIES:

1. Oversees Library databases including their promotions and marketing, monitors usage statistics, maintains budget, and controls their organization and appearance on the website.
2. Assists in the development of policies and procedures relating to the Library's digital services and resources.
3. Serves as liaison between the IT Department, Communications Coordinator, and the Information Services Department.
4. In conjunction with the Communications Coordinator, promotes the Library through social media outlets and ensures that the Library's website is up-to-date.
5. Serves as member of the iCube Makerspace Team; develops, implements, and maintains new and existing technology, services, and projects, assists guests with the use of makerspace equipment.

OTHER DUTIES & RESPONSIBILITIES:

1. Stays abreast of upcoming digital trends and resources as they pertain to libraries; prepares handouts regarding digital services and databases to be made available in-house and on the website.
2. Plans, implements, and promotes programming appropriate to the needs of the community.
3. Participates in collection development and maintenance keeping within monetary and physical space constraints.
4. Provides readers' advisory, reference service, and computer assistance using a variety of collections, materials and formats.
5. Adapts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
6. Engages in outreach opportunities within the community.
7. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate; member of professional development; member of internal and external committees.
8. Works positively and collaboratively across departments to accomplish department goals.
9. Communicates effectively with guests, co-workers, and professional colleagues.
10. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
11. Mentors and trains MLS Librarian intern; trains and oversees volunteers in department; scheduling of department staff.
12. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. MLS from an ALA accredited school.
2. Knowledge of current forms of digital service trends, and various forms of social media.
3. Knowledge of adult and youth literature.
4. Dedicated to public service.
5. Dedicated to providing positive customer service.
6. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
7. Strong obligation to confidentiality.
8. Strong organizational skills and attention to detail.
9. Proficient in MS Office, Internet browsers, and other computer related technology.
10. Excellent verbal, written, and interpersonal communications skills.
11. Values diversity in the workplace and in the community.
12. Ability to speak multiple languages helpful.
13. May require a valid Michigan driver's license based on assignment.

WORKING ENVIRONMENT:

1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Hours: 40 hours per week including evenings and weekends

Salary: \$45,555.00 - \$59,222.00

Benefits: Benefits are offered with this position

Application:

Resume, cover letter and application required.

Send to: Nicole Williams, HR Specialist

Novi Public Library

45255 W. Ten Mile Road

Novi, Michigan 48375

E-mail: nwilliams@novilibrary.org

Deadline: Open until Filled