



Employment Opportunity

Digital Resources Coordinator Full Time

Central Services, St. Peters, MO

Are you passionate about providing access to information? We are seeking a full time Digital Resources Coordinator to provide system-wide leadership for the Library's electronic resource offerings. This position will also be responsible for selecting, acquiring, licensing and implementing diverse resource sharing services for the Library. The Digital Resources Coordinator will develop and deliver digital resources for all ages and cultivate partnerships in our community.

Duties:

- Select, evaluate and maintain databases, e-media and web services
- Generate and utilize statistics and reports to measure staff and public usage
- Budget planning and management related to electronic resources and resource sharing
- Assist with development of staff training and marketing of digital resources and resource sharing
- Supervise, hire and evaluate resource sharing staff
- Negotiate contracts with vendors, verify compliance and maintain appropriate records, contracts and licensing agreements
- Cultivate and sustain community partnerships

Education:

- MLS/MLIS from an ALA-accredited library school strongly preferred
- Two years related experience required

Schedule: Monday-Friday 8:30am-5:00pm

We offer a full benefit package which includes medical, vision and dental and life insurance, retirement plan, deferred compensation (457) plan, Flexible Spending Account (FSA) and generous time off. Starting salary is \$50,199.75.

Our eleven library branches serve all residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences. Every day we get to live our mission: to inspire, to inform, and to enhance connections across St. Charles County. The future looks bright - join us!

For immediate consideration a cover letter and resume along with a completed [SCCCL Application](#) can be emailed to jobs@stchlibrary.org, by **Monday, September 26, 2022**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

9/16/22-9/26/22

Please see the following job description for more information.

Description Number: 199
Position Title: Digital Resources Coordinator
Salary Grade: 19
FLSA Classification: Exempt
Reports To: Director of Collection Services
Revision Date: 9/14/22

Position Summary

This position provides system-wide leadership for the Library's electronic resource offerings, including selection, acquisition, licensing, technical implementation, maintenance and evaluation. Additionally, the Digital Resource Coordinator develops and manages Resource Sharing services for the Library. The Digital Resource Coordinator is a leader in developing and delivering digital resources for all ages and cultivating partnerships in our diverse community.

Essential Functions

1. Select and evaluate databases, e-media and for-fee web services to support the strategic goals of the Library.
2. Measure staff and public usage and develop qualitative metrics, analyze statistical trends.
3. Negotiate contracts with vendors and act as vendor liaison.
4. Collaborate with the IT department to set up and maintain access to databases and resources.
5. Supervise, hire, and evaluate resource sharing staff.
6. Coordinate customer help desk services for digital resources and resource sharing.
7. Assist with development of staff training and marketing of digital resources and resource sharing.
8. Responsible for budget planning and management related to electronic resources and resource sharing.
9. Manage implementation and operation of resource sharing services such as MOBIUS and OCLC ILL.
10. Plan, determine, and oversee workflow and procedures; communicate any changes and procedures to staff.
11. Verify copyright tracking/compliance and maintain appropriate records including contracts and licensing agreements.
12. Participate on special project teams focused on system-wide goals and objectives.
13. Cultivate and sustain community partnerships.

Duties

1. Work cooperatively with all staff in planning, developing, and deploying new services.
2. Maintain accurate records of all transactions.
3. Generate statistics and other reports.
4. Attend meetings of Library staff as required.
5. Participate in professional development and continuing education activities, including ongoing review of professional literature.
6. Carry out duties in accordance with the District's Code of Ethics.
7. Perform other related duties as assigned.

Skills

1. Extensive knowledge of general library operations and library technology.
2. Ability to effectively use Microsoft Office suite, Google Tools, and integrated library automation systems
3. Experience working with interlibrary loan or management of electronic resources
4. Excellent written and spoken communication skills
5. Ability to multi-task and stay well organized in a rapidly changing environment.
6. Ability to deal with a diverse group of customers.

7. Strong technology skills, including the ability to learn new and changing technologies and to problem solve using a variety of software.

Essential Physical Abilities

Accomplished with or without reasonable accommodation.

1. Ability to sit at an office desk for extended periods of time.
2. Ability to lift materials or push or pull carts weighing up to 30 pounds.
3. Sufficient clarity of speech and hearing to communicate well with staff and customers.
4. Sufficient vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
5. Sufficient personal mobility to attend meetings at various locations within the District

Education and experience

1. Master's in Library Science from an ALA-accredited program strongly preferred.
2. Two years related experience required.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.