SOUTH CENTRAL REGIONAL LIBRARY COUNCIL
JOB DESCRIPTION

JOB TITLE: DIGITAL SERVICES LIBRARIAN (full-time position)
REPORTS TO: Executive Director

POSITION SUMMARY

Manages the regional digitization program and the Council's information technology and services. Assists and advises the Executive Director in meeting the mission and goals of the Council.

RESPONSIBILITIES

Digitizing and Digitization

- Provides leadership, advice, expertise, and guidance to SCRLC members on digitization issues.
- Manages the regional digitization program, including SCRLC's participation in New York Heritage (NYH) and the Empire State Digital Network (ESDN), which is the New York State hub for the Digital Public Library of America (DPLA).
  - Provides leadership in the area of digitization, recruits new NYH participants and adds their collections.
  - Evaluates SCRLC's digitization program for its effectiveness; recommends changes.
  - Researches, develops, and promotes digitization services.
  - Trains regional library workers at various levels of expertise on metadata, policies & procedures, best practices in digitization, curation, software, etc. to enable their successful participation in the digitization program.
  - Keeps project participants up-to-date via email, contributions to SCRLC's newsletter, and social media posts.
- Collaborates with Educational Services Librarian to generate and plan learning opportunities and events pertaining to digitization; recruits instructors and speakers.
- Obtains and manages outside grant funding to enhance SCRLC's digitization program.
- Represents SCRLC in the New York State and national digital library community.
- Serves as liaison with the Digitizing Special Interest Group and NYH program.

Information Services and Technology

- Researches, develops, implements, and promotes information & technology services, programs, and projects to serve members' needs and expand membership.
- Manages SCRLC's in-house information technology strategy and initiatives to improve members' online experiences via scrlc.org; works to improve members' access to on-demand information and resources related to digital services and emerging technologies.

- Manages the contracts and passwords for all electronic resources made available to regional libraries through SCRLC's programs (e.g., EBSCOhost, WorldShare, Encyclopedia Britannica, OVID); troubleshoots access and passwords as necessary.
- Manages statistics for all SCRLC-related databases and websites; analyzes, and prepares reports.
- Collaborates with Educational Services Librarian to generate and plan learning opportunities and events Re: electronic resources; recruits instructors and speakers.
- Plans and delivers learning opportunities to member libraries.
- Writes technology plan for E-Rate funding in collaboration with the fiscal services manager and executive director.
- Maintains relationships and communication with Council members.
  - Provides consultation and referral services to SCRLC members on issues related to digital services and emerging technologies.
  - Keeps members up-to-date on issues of information technology and SCRLC's electronic resources via email, contributions to SCRLC's newsletter, and social media posts.

Additional:

- Travel: Attends professional programs, meetings, and events; conducts site visits and onsite training.
- Represents the Council on at least one School Library System Advisory Council.
- Keeps up-to-date on trends in library and information science.
- Works with assessment initiatives.
- Other duties as assigned.

Education and Experience

Required:

- MLS/MLIS from an ALA-accredited institution.
- Excellent project management skills, including planning and budgeting.
- Ability to initiate and maintain programs and services to meet identified needs.
- Ability to work independently and in a well-organized manner.
- Ability to meet deadlines and work under pressure.
- Excellent communication skills, both oral and written.
- Knowledge of CONTENTdm and metadata,
- Working knowledge of consortial purchasing of electronic resources issues and procedures.
- Knowledge of library trends and developments in all types of libraries.

Preferred:

- Collaborative library networks/consortia experience.
- Information services and technology experience, including electronic resources negotiation.

- Knowledge of LibGuides, social media, and website development and platforms, e. g. Wordpress.
- Archives coursework, training, or experience.

Physical Demands

This position requires a reasonable level of mobility (sitting, standing, bending over, climbing stairs, walking) and the ability to communicate (see, hear, listen, speak) along with extensive computer use. The digital services librarian must occasionally lift and /or move up to 25 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Work Environment

The work environment is a small office located in downtown Ithaca. The Council's staffing comprises fewer than ten persons and includes degreed librarians, support staff, and an occasional intern and temporary employees working on grant projects. Staff members are flexible, respectful, positive, collaborative colleagues who work well together to accomplish the Council's projects, activities, and goals. The noise level is quiet to moderate.

South Central Regional Library Council is an equal opportunity employer. Employment decisions at SCRLC are based on merit, qualifications, and abilities. SCRLC does not discriminate in employment opportunities or practices on the basis of race, ethnicity, national origin, gender, age, religion, marital status, veteran status, disability, sexual orientation or any other characteristic protected by law.

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