



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Digital Services Librarian	Supervisor:	Director of Library Administration
Location:	Martin Library- Administrative Offices	Classification:	Full-Time/Exempt
Department:	Digital Services	Supervises:	Digital Services Assistant
Hours:	40 hours/week some weekend & evening calls	Schedule:	Monday through Friday; Flexible hours

GENERAL DESCRIPTION

The Digital Services Librarian trains internal customers at all levels of the organization in a professional manner. The Digital Services Librarian is responsible for the management and administration of the digital and online systems used by the staff and members of York County Libraries and the supervision of the digital services departmental staff. YCL Libraries consists of 13 Libraries throughout York County.

EDUCATION & EXPERIENCE REQUIREMENTS

- Master's degree in Library Science from an accredited ALA program required.
- Experience maintaining websites (Word Press)
- Microsoft Office Suite, web tools, and other digital services.
- Experience with data collection and analysis; preparing queries and reports; and database management required.
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate.

GENERAL REQUIREMENTS

- Positive, upbeat attitude and strong interpersonal skills.
- Ability to build and maintain working relationships with library management, colleagues, cross-departmental teams, key stakeholders in the community, and other partners.
- Strong writing skills.
- Proven project management, troubleshooting and problem resolution skills.
- Ability to simplify complex technological topics for novices.
- Ability to work independently and in teams to accomplish shared goals.
- Ability to travel throughout York County as needed.

DUTIES AND RESPONSIBILITIES

Web Content Management

- Manage web content quality assurance efforts and promote content standards and consistency. This includes all content with particular attention to updating home pages, stickers, widgets, general page copy and reopening pages. Is central point of contact for the organization's website.
- Maintain tools and processes required to effectively implement and manage delivery of web content including Word Press, plug Ins like Stripe, PayPal/online pay portals via SPARK/ILS and data bases.
- Oversees and selects content in all digital subscriptions.
- Facilitates development of business requirements and design of all web site enhancements.

Website/Digital Systems Maintenance

- Maintains, creates, and manages all admin web accounts (Word Press) and assign credentials.
- Update software programs as needed while facilitating communication of changes to users and provides on-going support.
- Acts as liaison with between support and departmental heads and assists with technical support/troubleshooting.
- Develops strategies and processes for the District's operational data including recording usage statistics and reports and methods of record retention and file management.

Training

- Lead web team in planning and delivering trainings system wide.
- Develops and implements software training materials with assistance from web team.
- Develop technology competencies for staff, create staff training and troubleshooting manuals, and hold staff training sessions as needed. Also work with Technical Services when asked on training in Spark.

Other

- Works on projects as assigned by Director of Administration.
- Oversees use of Bean Stack and provides necessary training and related materials for the staff and the public.
- Makes recommendations for technology-related and customer-related policies and procedures and advise on long-term needs in relation to these areas.
- Runs reports and collects data to maintain library eMaterials data collection.
- Maintains current knowledge of new trends and innovations in the field of library science and information technology.
- Oversees video production- producing YCL videos and training of staff to use digital production software.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.