

**Joseph T. Simpson Public Library  
Digital Services Librarian**

**Adopted October 7, 2015**

**Summary of Responsibilities**

Full Time (37.5 hours per week). Exempt. Includes evening and weekend hours. Hours subject to change.

Creates, maintains, and updates library's website and events calendar, newsletter, and digital display screens. Essential contributor to promotional materials for the library. Provides reference and information services to customers. Oversees use of Internet terminals and other public computer terminals. Understands and complies with the Cumberland County Library System's Web Site and Social Networking policy.

**Education**

MLS or MLIS degree

**Immediate Supervisor**

Executive Director

**Required Knowledge, Skills, and Abilities**

1. MLS or MLIS degree required. Public library experience preferred.
2. Current knowledge of reference, information services, Internet, and online technologies as well as automated circulation systems and circulation procedures.
3. Ability to communicate effectively both orally and in writing.
4. Ability to lead and direct staff and volunteers.
5. Excellent interpersonal skills.
6. Ability to deal with the public and staff in a courteous, friendly, and informative manner, both in person and on the telephone.
7. Ability to provide effective and quality library service in accordance with the library's customer service philosophy.
8. Ability to understand and adhere to library policies and procedures.
9. Ability to organize materials, establish priorities and work with others in planning, implementing and evaluating library service.
10. Knowledge of HTML and web-based website creators.
11. Good working knowledge of design software, such as Photoshop and InDesign.
12. Ability to work independently as well as collaboratively in a rapidly changing environment.
13. Ability to multitask ongoing projects and meet established deadlines.
14. Willing to continually learn new technologies.

## **Essential Duties and Functions**

1. Ability to type and use computer equipment (i.e. keyboards, light pens, printers, etc.) and photocopiers.
2. Has visual acuity to use research tools in print and in computerized formats.
3. Provides reference and reader's advisory services in person and by telephone or email.
4. Provides introductory information and oversees usage of Internet terminals
5. Assists patrons in using computerized catalog.
6. Requests, receives and returns materials on interlibrary loan.
7. Interprets and enforces library policies.
8. Assists at circulation desk as needed during each shift.
9. Occasionally covers both circulation and reference desks at same time. Answers phone as needed while at reference desk.
10. Monitors the behavior and conduct of library patrons and handles situations as they arise.
11. Promotes library services and activities to ensure use by the community.
12. Attends continuing education programs in person or online and staff meetings.
13. Serves as Person-In-Charge during evening and weekend shifts, and when the library director and assistant director are not available.
14. Provides organization and ongoing maintenance for Simpson Library's digital presence which includes the library's website, event pages, feature stories, newsletter, etc. and the digital display screens.
15. Assists with the creation and oversight of web policies and standards.
16. Collaborates with library staff to obtain program and event information for the website.
17. Designs and maintains library promotional materials (logos, brochures, newsletters, informational graphics, etc.)
18. Assists in collection development, including the selection and ordering of materials.
19. Meets monthly with library director to review projects and priorities.
20. Represents Simpson Library on CCLS Systemwide Website Advisory Team.

## **Working Conditions and Physical Demands**

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry. Must be able to stand for at least 4 hours at a time.
2. Must be physically capable of handling books, magazines, cassettes and other materials; placing materials on carts; pushing carts; shelving and retrieving materials on both high and low shelves; emptying book drop.
3. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
4. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

## **Employment Clearances**

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearance that qualify the individual for employment as outlined in the library system's Employee Clearances policy.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.*