ELECTRONIC RESOURCES MANAGER
(Range 129)

DEFINITION

Performs professional administrative, technical and supervisory work in the management, growth and development of Electronic Resources. Responsible for planning the services including organization, presentation and delivery of information services to library customers utilizing electronic resources and various delivery methods.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Access Services Manager.

Exercises general supervision over staff assigned to both deliver services electronically and to herald the library brand via the District's website.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1.   Ensures the efficient operation of service delivery and overall technical integrity of the District's electronic resources via the District's website.

2.   Manages the District's Web Page as an entryway to offering a wide range of library services to customers utilizing technology for remote access and delivery of services, including licensing, acquisitions and renewals of databases.

3.   Stays abreast of new trends and innovations in the field of information technology, public library administration and electronic information products and services.

4.   Collects data and user feedback in order to prepare planning documents, and develop goals and objectives for the operation services in keeping with the mission and goals of the Library District.

5.   Works with staff in Information Technology to evaluate and make available electronic reference resources, including the digitization of local collections and information and to ensure access to library customers both in the library and off-site.

6.   Reviews the department goals and objectives.

7.   Resolves a wide range of routine and non-routine personnel issues and difficult situations.

8.   Exercises decision-making skills in coordination and direction, including resolving staff issues, customer service issues, conducting collection development and maintenance of electronic resources, and budget evaluation.

9.   Participates on interview panels and selects staff for the department.

10.   Prepares, submits, and/or summarizes various routine and non-routine reports.

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11.   Assists subordinate staff in the planning, coordinating, and organizing of specific functional, programmatic, and technical aspects of library services to enhance the selection of electronic resources on the library web site including free web sites as well as proprietary licensed databases.

12.   Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.

13.   Directs and prioritizes the work of subordinate staff.

14.   Helps to interpret, develop, and implement Library District and Branch policies and procedures as part of the District team.

15.   Interacts extensively in person, over the telephone, and electronically, with patrons, district-wide staff and management, outside agencies, vendors, and other libraries.

16.   Works with the Branding and Marketing team to maintain communication with the local community and conduct public outreach programs to increase public awareness and support of library programs and services.

17.   Provides advice and consultation to Library District staff and management, Board of Trustees, patrons, and others concerning various policies and long-range planning of Electronic Resources.

18.   Conducts reference interviews with patrons to address research needs.

19.   Utilizes personal computers and is familiar with web publishing, electronic reference resources, digitization techniques, automated library systems, the Internet, Intranets, e-mail, and online tools and resources.

20.   Prepares, submits, and maintains a department budget and adheres to established Library District objectives in such.

21.   Coordinates district–wide staff training in the use of digital reference resources that are added to the collection, and promotes the use of electronic resources to the community.

22.   Delivers paperwork and other materials to district-wide departments and libraries.

23.   Operates library and general office equipment including but not limited to: copy machine, telephone, and facsimile machine.

24.   Maintains a safe environment for both patrons and staff.

25.   Attends or conducts department, branch, and other miscellaneous meetings at meeting sites throughout the district.

26.   Other duties as assigned.

Marginal Functions:

1.   Assists in cataloging and acquisitions.

2.   Conducts database searches both online and in-house.

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3.   Participates in committee work and chairs committees when needed.

4.   Attends and participates in professional associations meetings and seminars.

5.   Performs related duties and responsibilities as required.

6.   Submits evaluations, timesheets and other required District paperwork in a timely and effective manner.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1.   Professional public library principles, practices, and techniques.

2.   Current trends and developments in the field of public library administration.

3.   Library/information studies directly related to the provision of reference services and its application to an online environment.

4.   Trends in library and information services in an emerging digital environment.

5.   Web design and publishing including command of HTML authoring, site management and assessment tools.

6.   HTML, Javascript, Coldfusion, Dreamweaver and related programming languages and technologies.

7.   Experience with database-backed web sites including preparing related documentation.

8.   Experience managing a web catalog via appropriate District's integrated library systems.

9.   Experience designing, developing, organizing and maintaining a web site.

10.   Evolving Web Environment standards and issues.

11.   Electronic and multimedia resources and technologies as applicable to the delivery of reference and information services.

12.   Adult and children's literature and ability to integrate the delivery of reader's services into an electronic environment.

13.   The sources and availability of current information.

14.   Research techniques and search strategies utilizing print and non-print resources.

15.   Effective supervisory techniques and practices.

16.   Basic accounting principles and procedures.

17.   The principles of budget development, administration, and control.

18.   The library classification systems including Library of Congress, Dewey, and DRA.

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19.   Correct English usage, spelling, punctuation, and grammar.

20.   Automated systems used in libraries including online tools and resources, the Internet, and computerized catalogs.

Ability to:

1.   Lead and excel in a team environment.

2.   Become familiar with:

--Library District, branch, and support departments' policies and procedures.

--Library District terminology and functions.

--Pertinent Federal, state and local laws, regulations, and ordinances.

3.   Establish and maintain effective working relationships with those contacted during the course of work.

4.   Plan, organize, and prioritize projects and work assignments for efficient results.

5.   Develop and administer applications for tablets, smartphones, etc.

6.   Exercise good judgment and make sound decisions.

7.   Work under pressure and meet deadlines.

8.   Supervise and direct the work of subordinate staff.

9.   Work independently and as part of a team.

10.   Interpret and explain Library District, Branch, and Department policies and procedures.

11.   Accept and manage change and maintain flexibility.

12.   Exercise initiative, independent judgment, and discretion.

13.   Perform multiple tasks concurrently.

14.   Work quickly and accurately.

15.   Prepare clear and concise reports.

16.   Understand and follow oral and written instructions.

17.   Communicate with and elicit information from difficult, upset, and irate individuals.

18.   Communicate clearly and concisely, both orally and in writing.

19.   Plan, organize, and conduct meetings at the assigned Library Branch and off-site locations.

20.   Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.

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21.   Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

--walking, sitting, or standing for extended periods of time;

--bending, reaching, stooping, and pushing;

--lifting and carrying;

--operating assigned equipment.

22.   Maintain effective auditory and visual perception needed for:

--making observations;

--communicating with others;

--reading and writing;

--operating assigned equipment.

Skilled in:

1.   Use of automated library information systems equipment.

2.   Use of personal computers and associated software.

3.   Use of library and general office equipment.

Training and Experience:

Three (3) years of increasingly responsible experience as a professional required. Including demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers, patrons, vendors, District-wide staff and management, successful implementation of outreach efforts with community organizations, agencies, and others, and successfully plan, develop and maintain a library web site with integrated reference resources used in the delivery of information services required.

Master's Degree in Library Science from a college or university accredited by the American Library Association preferred.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of light weight (5 - 10 pounds) and occasional lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

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Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: **EXEMPT**

CBA: **MANAGER**

DEVELOPED: **SEPTEMBER 20, 2000**

REVISED: **OCTOBER 15, 2001**
                  APRIL 8, 2003
                  AUGUST 19, 2003
                  JULY 27, 2015
                  JULY 1, 2017
                  MARCH 13, 2018

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