



CLASS SPECIFICATION

Class Code: 16900
Date Est: 07/2010
Last Rev: 10/2015
Last Title Chg:
FLSA: Non-exempt
Probation: 12-months

INTERNET SERVICES LIBRARIAN

DEFINITION

Under general supervision, serves as the Internet Branch Manager and performs a variety of professional level librarian services including website management and maintenance of the Library System website content; provides patron assistance; administers the library catalog, staff internet and online databases; oversees policy and technical aspects of public internet access; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in Library Science or Library Information Science from an American Library Association accredited college or university, or a master's degree from an accredited college or university in computer science or a closely related field, AND two years of full-time professional level library experience which includes technology systems access and/or managing technology.

LICENSE OR CERTIFICATE

May require a valid driver's license at the time of appointment.

SUPERVISION EXERCISED

May exercise supervision, direction, and training over professional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Administer, maintain, and coordinate library website content; maintain approved social network media; and configure catalog features.

Review, update, and interpret library policy for internet access.

Consult and coordinate with the Library Systems staff, vendors, and other county departments to ensure open access to information.

Serve as liaison with county Technology Services staff and with database vendors on technical and administrative issues.

Provide guidelines, instruction, and directions to staff regarding use of databases, online services, and web-based and intranet-based tools.

Participate in management team meetings to plan and implement the goals, objectives, and direction of the library's policies and services, and provide input for strategic planning.

Stay current and serve as a resource on new Internet-related technologies.

Work with marketing personnel to provide information about library services and technology on the web site.

Respond to technical and general information inquiries from the public.

Serve on Washoe County's Internet Working Group as the library's Internet coordinator.

Assist with planning and implementation of grants that involve use of and/or training in the Internet or other types of computer technology.

Coordinate the library's Web Tech service team.

May perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Departmental and countywide policies, procedures, methods and terminology.

American Library Association philosophy, practices, procedures and techniques.

Information technology application, development and design including web based applications.

Integrated Library Systems automated databases, software, and digital resources.

Library information services, materials, resources, and advanced bibliographic searching techniques.

Current literature, trends, developments, and technical aspects in Internet technology.

Current computer/mobile technologies and use of the Internet.

Budget principles and practices, development methods and techniques.

Principles and practices of cataloging and classification systems.

Development, implementation, and evaluation of multigenerational library classes and programs.

Ability to:

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Interpret, analyze, communicate and apply codes, statutes, policies, and procedures to ensure compliance.

Use multiple types of digital technologies, library equipment, and audio/visual equipment.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Plan, prioritize, and manage work to meet expected deadlines.

Develop a variety of reports and statistics.

Maintain effective, cooperative, and productive working relationships with the general public, division staff, and representatives of other departments.

Manage a branch or division operation including budget monitoring, goal setting and procedures development.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, be able to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, mobile devices and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.