

JOB POSTING

CLINTON-MACOMB PUBLIC LIBRARY

FULL-TIME DIGITAL SERVICES LIBRARIAN

Position: Full-time Digital Services Librarian, 37.5 hours a week, including some evening and weekend hours

This person oversees or contributes to the districtwide acquisition, integration, maintenance, troubleshooting, evaluation, and training related to the library's digital services. This includes databases, digital platforms, and digital content. This person will primarily be based at one location but expected to work at all three library locations and occasionally out in the community. This position reports to the Head of Adult Services.

Salary: \$49,000 to \$64,292 per year based on qualifications

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks' vacation, standard holidays, discretionary holiday; 401A pension upon start with 100% vesting, employee assistance program; tobacco/smoke free campus
Optional: 457B retirement plan and flexible spending account

Primary Job Duties:

- Serves as the library's expert on current and emerging digital services
- Serves as the library's primary point of contact for digital service vendors including troubleshooting and product updates
- Contributes to the development of the annual budget for digital services
- Is responsible for a significant portion of digital collection development for all ages
- Offers and assists the librarian team with training, public programming, and technical support related to the use of the library's digital services
- Provides professional reader's advisory and reference services
- Promotes and markets the library's digital services in coordination with the Head of Communication and Strategy
- Actively considers equity, diversity, and inclusion in decision-making
- Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies, and the public
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Prepares for emergencies and helps maintain a safe work environment
- Performs related duties as required



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Required Qualifications:

- Master's degree in library science from an ALA-accredited school
- Knowledge of the philosophy and techniques of public library services
- Demonstrated knowledge of digital services
- Delivers consistently high quality external and internal customer service
- Comfortable teaching patrons of all ages including young children and senior citizens
- Able to adapt to changing procedures and situations
- Able to understand and carry out oral and written instructions
- Able to prioritize duties and tasks; work independently and assume responsibility
- Strong oral and written communication skills
- High energy, self-motivated to create and embrace new services
- Good keyboarding skills
- Good organizational skills
- Knowledge of the English language, spelling, and arithmetic
- Background check required prior to placement

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, vendors, and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pulling book carts weighing up to 300 pounds; picking up litter; spreading ice melt
- Standing or sitting for periods of time

Process: Deadline for applications: Friday, May 3, 2024
Interviews anticipated: May 6-17, 2024
Decision anticipated by: May 20, 2024
Target starting date: June 1, 2024

Apply to: Amy Young, Head of Adult Services
ayoung@cimpl.org

Items to submit in a single PDF file via email with a subject line of “Digital Services Library Application - [your last name]” **(incomplete applications will not be considered):**



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1. Cover letter
2. Resume
3. Answers to the following pre-interview questions (not to exceed one page):
 - Name one digital resource not currently offered by CMPL and why you think it should be considered in the future.
 - Describe any experience you have teaching someone how to use technology. What were the challenges? What is most important when teaching someone new technology? If you have never taught someone to use technology, what skills do you possess that would ensure you can successfully do so?
4. [CMPL Job application](#)

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.



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