

JOB ANNOUNCEMENT: DIGITAL RESOURCES SPECIALIST

We are seeking a detail-oriented, spreadsheet enthusiast to: coordinate subscriptions and access to digital library resources, with a focus on databases, for 54 autonomous member libraries; bolster the provision of information services to the public by developing confident member library staff; and support system objectives related to collections and reference services as they evolve over time.

PRIMARY RESPONSIBILITIES

- Coordinates and administers online database subscriptions for member libraries including budgetary formulas, information packets, contracts, invoices, and billing, and maintenance of access
- Identifies and recommends databases and other digital resources, conducts product research, technical support, statistical analysis and data gathering to assist libraries in evaluating usage
- Initiates and maintains strong partnerships with vendors in order to provide the best level of service
- Leads or assists with member library consultation and continuing education workshops at both NLS and offsite locations on a range of topics including information services, patron use of digital resources, collections, and customer service, including the development of training materials
- Stays abreast of issues, trends, and the evolving regulatory landscape around digital resources
- Assists Resources & Discovery Manager with the administration of the consortial digital and other materials collections, as well as data collection, analysis, and review
- Other duties as assigned. See the full job description at <https://www.nassaulibrary.org/careers>

QUALIFICATIONS & REQUIREMENTS

- MLS from an ALA-accredited library school and at least three (3) years of relevant experience
- Knowledge of current industrial trends in digital library resources, information services, and collection development; Demonstrated ability to use, and explain the use of digital library resources
- Demonstrated prowess in using tabulation tools to perform complex, highly-detailed tasks
- Experience developing relationships with, and negotiating with product vendors preferred
- Excellent verbal and written communication skills; Ability to design presentations and training materials with visual and narrative clarity; Strong organizational skills and attention to detail

Compensation & Benefits

Starting salary **\$62,000 - \$72,000** depending on relevant experience and qualifications. Excellent benefits, including the potential for limited telecommuting. NLS is not subject to Civil Service. This position is part of the collective bargaining unit. Professional involvement encouraged and supported.

Apply

Send resume with cover letter to the attention of Grace Palmisano, NLS Resources & Discovery Manager, at careers@nassaulibrary.org. Preference will be given to applications received by **June 1, 2023**, but applications will be accepted until the position is filled. NLS is an equal opportunity employer.