

<b>TITLE</b>	<b>Web Librarian</b>
<b>CLASSIFICATION</b>	Grade 320, Specialist Tier, Regular, Exempt
<b>HOURS</b>	Full-time (40 hours per week). Evening and weekend hour required on a rotation basis and as needed. Required to adapt to future schedule changes, given departmental and library-wide needs.

## REQUIREMENTS

### *Education/Experience*

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MLS from an ALA-accredited program required. One to three years of public library experience preferred. Technical skills and experience listed below.

### *Knowledge/Skills*

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Thorough knowledge of principles, theories and concepts of library science. Working knowledge and demonstrated skills with various computer applications and programs including knowledge of PHP, MySQL and HTML/CSS. Drupal experience preferred. Experience working with web page design/maintenance and content management systems preferred. Ability to develop and conduct training and development courses for staff on applicable technology programs. Excellent written, verbal, customer service and interpersonal skills. Ability to communicate and function effectively in a team-oriented environment.

### *Working Conditions*

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Works primarily in the library. Travels to occasional meetings and speaking engagements outside the library. Lifts and moves light library materials and equipment.

**REPORTS TO** **IT Manager**

**POSITION(S) SUPERVISED** **None**

## BRIEF DESCRIPTION

### *BASIC SUMMARY*

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**Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.”** This position assists in accomplishing this mission by maintaining the library's website presence, ensuring that it is designed to meet the informational and recreational needs of the community.

**ESSENTIAL POSITION DUTIES****% Time**

- 1. WPPL Website Presence** **70%**

Coordinates the overall library web environment by working with associate content developers to ensure an effective and professional website that excels at both form and function. Explores, tests, and implements new and existing web-based services. Maintains library presence on social networking sites, such as Twitter and Facebook. Actively encourages and accepts input from all levels of staff and patrons. Keeps staff informed of changes and updates to the website to ensure timely and effective customer service.
- 2. Staff Technology Training and Support** **10%**

Develops and conducts staff technology training on such programs as Microsoft Office and website features/services such as Facebook, Wikis, and Twitter. Develops tutorials and other support tools for both staff and patrons placed on either the internet or intranet websites. Assists with patron education classes offered by the library as needed. Maintains the Intranet site, "Behind the Stacks", to include placement of new items, design changes for ease in use, and creation of new methods to maximize its utilization. Acts as the Technology Team Leader, evaluating new and existing technology in order to increase productivity and customer service.
- 3. Administrative Support** **5%**

Fulfills planning responsibilities, maintains statistics and reports, submits budget needs requests and implements expenditures in an efficient and accountable manner. Utilizes objective, analytical, problem-solving and consensus-building skills to contribute to decisions affecting both the Technical Services Department and overall library services.
- 4. Technical Services Support** **5%**

Serves as technology support and back up for the library's IT system, telephone system, printers, fax machines and other auxiliary technology equipment throughout the library as needed.
- 5. Librarian-in-Charge** **5%**

Serves as the Librarian-In-Charge on a rotating basis, along with other Librarians-In-Charge. Duties include responsibility for opening and/or closing, handling patron complaints, handling and reporting unusual incidents, dealing quickly and effectively with security and safety issues and emergencies, and handling crisis situations and media encounters.
- 6. Collection Development** **5%**

Oversees Collection Development of mass market paperback collection (budget \$6,000). Maintains a quality collection through appropriate selection of new materials from a variety of resources and thorough weeding. This entails an ongoing assessment and analysis of patron reading and information needs; analysis of detailed collection turnover rates and hold ratios; vigilant scanning of review journals and familiarity with popular authors and subject areas.

**Communication and Teamwork****Ongoing**

- Serves as a positive member of the Technical Services team by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
- Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in technology through memberships, trade materials, etc.
- Performs miscellaneous related duties as needed by the library and assigned by the IT Manager.

**PHYSICAL DEMANDS CHECKLIST**

**PHYSICAL STRENGTH FACTORS:**

- Lifting  Yes  No
- Pushing  Yes  No
- Pulling  Yes  No
- Carrying  Yes  No
- Reaching  Yes  No
- Gripping  Yes  No
- Does job require reaching above shoulders?  
 Yes  No
- Does job require reaching to floor level?  
 Yes  No

If yes, list maximum weight: \_\_\_30 lbs\_\_\_

**PHYSICAL MOBILITY FACTORS:**

- Throwing  Yes  No
- Sitting  Yes  No
- Standing  Yes  No
- Walking  Yes  No
- Climbing  Yes  No
- Stooping/Bending  Yes  No
- Crouching  Yes  No
- Kneeling  Yes  No
- Crawling  Yes  No
- Twisting  Yes  No
- Balancing  Yes  No

**SENSORY/PERCEPTUAL FACTORS:**

- HEARING:**
- Conversation  Yes  No
  - Sounds  Yes  No
- VISION:**
- Far  Yes  No
  - Near  Yes  No
  - Color  Yes  No
  - Depth  Yes  No
- PERCEPTION:**
- Spatial  Yes  No
  - Form  Yes  No
  - Feeling  Yes  No

**WORK ENVIRONMENT:**

- Inside Work  Yes  No
- Outside Work  Yes  No
- Hot/Cold  Yes  No
- Fumes  Yes  No
- Traveling  Yes  No
- Working Alone  Yes  No
- Working in a Group  Yes  No
- Interacting with the Public  Yes  No

**HAZARDS:**

- Machines  Yes  No
- Electrical  Yes  No
- Sharp Tools  Yes  No
- Slippery floors  Yes  No
- Congestion  Yes  No
- Heat/Cold  Yes  No
- Dust/Vapor  Yes  No

**OPERATE:**

- Equipment  Yes  No
- Telephone  Yes  No
- Computer  Yes  No

**ACCESSIBILITY FACTORS:**

- Doors  Yes  No
- Aisles  Yes  No
- Tables  Yes  No
- Telephones  Yes  No
- Staff Room  Yes  No
- Bathrooms Public  Yes  No
- Drinking Fountain  Yes  No
- Parking  Yes  No