

JOB DESCRIPTION:	Librarian – Digital Initiatives		
DEPARTMENT:	Miller Library		
REPORT TO:	University Librarian		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR	402280	DATE APPROVED:	16-DEC-2024
CLASSIFICATION:		DATE MODIFIED:	28-MAY-2025

SUMMARY: Responsible for ensuring that Miller Library continually provides high quality, robust access to its electronic services and resources. Develops, implements, maintains and advances digital projects and collections.

DUTIES:

1. Investigates, recommends, implements, manages, and troubleshoots access to electronic library resources, including databases, e-books, and other applications. Ensures that electronic resources maintain compatibility with existing library systems.
2. Establishes and maintains relationships with vendors to learn about relevant new products and services.
3. Serves as the liaison between Miller Library and WNMU's IT and Online / Distance Education departments. Coordinates new library software releases and evaluates the functionality of electronic product features.
4. Assists with library instruction, especially in the creation and delivery of online instruction materials.
5. Responsible for the development, implementation, maintenance, and advancement of digital products and collections.
6. Creates and maintains metadata for digital content.
7. Works with Technical Services Librarian to maintain and optimize the library's ILS operations.
8. Regularly participates in Reference Desk shifts.
9. Updates the library website through the University's CMS.
10. Participates in library and WNMU committees.
11. Engages in regular professional development activities to stay abreast of developments in the library field.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree from an ALA-accredited institution in Library Science or a related field required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Experience using Integrated Library System(s).
 - a. Current knowledge of the ecosystem of electronic resources in libraries.
 - b. Excellent research skills using a wide variety of tools, including library databases, government documents, open educational resources, finding aids, etc.
 - c. Strong written and verbal communication skills.
 - d. Ability to work effectively with a wide range of constituencies in a diverse community including staff, faculty, students and community patrons.
 - e. Able to handle multiple deadlines and maintain accuracy.
 - f. Sensitive to cultural differences within the University and community.
 - g. Proficient in MS Office applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal library environment. May be required to push or pull full book carts, lift up to 50 pounds, reach materials on high or low shelves. May include regular exposure to dust and chemicals typically used in a library setting. May require occasional travel within the community. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. May require prolonged sitting and computer use. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Cataloging and metadata creation experience
 - b. Knowledge of standards for digitizing archives
 - c. Experience creating asynchronous tutorials on library or information literacy topics.
 - d. Experience using OCLC's suite of products, including WMS, Worldshare, ContentDM, Collection Manager, etc.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)