



JOB DESCRIPTION:	Librarian - Electronic Resources		
DEPARTMENT:	Miller Library		
REPORT TO:	University Librarian		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	402210	DATE APPROVED:	17-MAR-2025
		DATE MODIFIED:	

SUMMARY: Responsible for ensuring that Miller Library continually provides high-quality, robust access to its electronic services and resources.

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 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 projects and collections.
6. Works with Technical Services personnel to maintain and optimize the library's ILS operations.
7. Regularly participates in Reference Desk shifts by providing general and specialized reference assistance to library patrons. Assists in the development and delivery of new services made possible by emerging technologies. This includes but is not limited to reference services, library instruction, self-paced tutorials, and making library resources available for faculty to integrate into their LMS course sites.
8. Updates the library website through the University's CMS.
9. Participates in library and WNMU committees.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree with 3 years of library experience required. Master's degree in Library Science or related field preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge using Integrated Library Systems and library services platforms, with an emphasis on Ex Libris products Alma and Primo. Current knowledge of the ecosystem of electronic resources. Knowledge of Western New Mexico University's mission, goals, and objectives for student educational opportunities. Must have strong written and verbal communication skills. Ability to work effectively with a wide range of constituencies in a diverse

community including staff, faculty, students, and public patrons. Skill in operating a variety of library equipment, including microfiche/microfilm readers and printers, photocopiers, computerized catalog systems, networked computers and printers, barcode scanners, label printers, and audio-visual equipment. Skill in maintaining confidential records and files. Must be knowledgeable of university policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft 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. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 6 months of hire date. (If applicable for the job)

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)