

Crystal Lake Public Library

Position Title: Digital Services Librarian
Reports To: Head of Technical and Automation Services
Department: Technical and Automation Services
Status: Exempt
(Supervisory, as assigned)

Job Summary:

The Digital Services Librarian is responsible for the administration, maintenance, and optimization of the library's digital infrastructure and systems. This position leads the management of the Integrated Library System (ILS) in collaboration with the library consortium and library staff, oversees electronic resources and databases, and ensures the effective operation of automated materials handling and checkout technologies. The Digital Services Librarian also supports internal communication platforms and provides ongoing staff training to ensure efficient and effective use of all digital tools. The Digital Services Librarian will also provide strategic recommendations on technology planning, improvements, and budgets and will function as a Building Supervisor.

Essential Functions:

1. Serve as the primary administrator for the library's Integrated Library System (ILS), coordinating with the consortium on updates, policies, and system-wide initiatives.
2. Manages and maintains access to library databases and electronic resources, including authentication, troubleshooting, and usage analysis.
3. Oversees the operation and maintenance of automated materials handling systems and self check-out equipment; coordinates troubleshooting and repairs with vendors.
4. Administer and support internal communication and collaboration tools including SharePoint and Microsoft Teams.
5. Ensure systems are configured to support efficient workflows and internal communications across departments.
6. Develop and deliver training for staff on use of the ILS, databases, automated systems, and internal communication tools.
7. Create and maintain documentation, guides, and best practices for technology use.
8. Provide ongoing support and respond to staff questions and issues in a timely manner.
9. Evaluate emerging technologies and recommend improvements to enhance library services and operational efficiency.
10. Participate in long-range planning related to digital services and technology infrastructure.
11. Collaborate with leadership to align technology initiatives with the library's strategic goals.
12. Attends and participates in library meetings, committees, and professional development events.

Performs other duties as assigned or required.

Crystal Lake Public Library

Position Title: Digital Services Librarian
Reports To: Head of Technical and Automation Services
Department: Technical and Automation Services
Status: Exempt
(Supervisory, as assigned)

Education, Experience, and Knowledge:

Master of Library Science (MLS/MLIS) degree from an ALA-accredited institution. Minimum 2 years of experience working with library technologies. Experience with electronic resource management and database administration. Strong troubleshooting skills and ability to coordinate with vendors to resolve technical issues. Demonstrated ability to train and support staff with varying levels of technical expertise. Excellent communication, organizational, and problem-solving skills. Familiarity with automated materials handling systems and RFID technology. Experience with Microsoft 365 tools including SharePoint and Teams.

Skills and Abilities:

- Supervisory, interpersonal, problem solving, troubleshooting skills
- Decision making skills and conflict resolution skills
- Good written and verbal communication skills; listening skills
- Mechanical aptitude and ability to use various IT equipment (e.g., computers, library automation, printers, copiers).
- Ability to read instructions, maintenance contracts and blueprints
- Ability to work effectively with a variety of people
- Ability to coordinate, instruct others
- Ability to manage multiple projects simultaneously
- Ability to handle variety and change
- Valid driver's license, IL auto insurance, and reliable access to a vehicle
- Ability to travel locally on a regular basis and nationally on an occasional basis

Physical Demands/Work Environment:

While performing the duties of this job, the employee is required to intermittently stand, sit, and walk. The position requires the ability to talk and hear. Specific vision abilities required by this job include close and far vision, and the ability to adjust focus. The position requires the ability to use hands to finger, handle and/or feel equipment, objects, and controls; and reach with hands and arms. Frequent bending, stooping and climbing are required.

The employee must occasionally lift up to 40 pounds and push or pull up to 150 pounds. This job is performed in a typical office environment.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.