



## **JOB ANNOUNCEMENT**

### **Training & Digital Resources Specialist**

#### **Position Overview**

The Training & Digital Resources Specialist supports the learning and development of member library staff and administers consortial subscriptions to digital library resources. The primary goal of the position is to develop confident, knowledgeable member library staff, especially in utilizing digital library resources and promoting them to the public.

#### **Primary Functions**

- Provides consultation services, continuing education, and other means of support for member libraries related to digital resources
- Administers consortium subscriptions to digital resources (including ebooks, digital magazines, and student support services, for example) and manages policy, collections, and budgeting for same
- Assists with training and continuing education on a broad range of topics, including customer service, advocacy, reference, and adult services, carried out at NLS and offsite

#### **Responsibilities**

- Stays abreast of current issues and trends related to digital library resources, including ebooks, databases, and online services, as well as broader issues related to adult services and reference
- Supports the effective use of digital resources in member libraries, including training and marketing efforts; Holds regular meetings and workshops with member library staff to discuss the use and promotion of digital resources
- Identifies member library staff training needs in all areas and coordinates, prepares, and/or delivers presentations and training materials to meet those needs; Evaluates effectiveness of training offered and improves continuously
- Identifies, evaluates and recommends member library subscriptions to digital resources and services; Helps member libraries assess usage statistics to evaluate ROI for digital resources
- Manages the Nassau Digital Doorway OverDrive consortium for participating libraries, including overall responsibility for maintaining the collection and implementing the budget; Manages 'Selection Teams' of member library staff
- Negotiates discounts for group subscriptions; Coordinates ordering, billing and support services to libraries that subscribe to digital resources and services via NLS
- Liaises with advisory committees and coordinates the activities and membership of committees of member library staff as appropriate
- Is responsive to member library requests for consultation or training within areas of responsibility

#### **Qualifications**

- MLS from an ALA-accredited library school and at least three (3) years of relevant experience

- Significant experience developing and delivering engaging presentations to groups and training diverse audiences; Effective meeting facilitation skills; Knowledge of adult learning principles a plus
- Knowledge of current digital library resources and their vendors; Demonstrated ability to use digital library resources and explain their use to laypersons
- Excellent verbal and written communication skills; Ability to design presentations and training materials with visual and narrative clarity
- Demonstrated commitment to customer service; commitment to engaging stakeholders in decision making
- Marketing or advertising skills and experience a plus
- Strong organizational skills and attention to detail
- Able to work effectively individually and in a team-based environment

### **Compensation**

Starting salary is **\$65,000 - \$75,000** depending on relevant qualifications, experience and education. Excellent benefits, including participation in the NY State pension system and health insurance program.

### **To Apply**

Send your resume with a cover letter by email to [careers@nassaulibrary.org](mailto:careers@nassaulibrary.org). Your cover letter should describe how your experience and abilities are specifically related to the requirements and responsibilities of this position.

### **Deadline**

The review of applications will begin on **December 20, 2018** and continue until the position is filled.

### **About NLS**

NLS is one of 23 public library systems in NY State. We are a cooperative library system, meaning that our 54 member libraries are autonomous, supported by local taxes, and governed by their own boards of trustees. We are essentially a consortium. Our service area is Nassau County on Long Island. All public libraries in the county are members of NLS.

The Nassau Library System's mission is to support and strengthen our member libraries. We:

- Provide leadership for the continuous improvement of public library service.
- Promote cooperation and facilitate resource sharing.
- Offer continuing education and professional development opportunities.
- Develop, provide and/or coordinate services to achieve cost savings.
- Advocate for state and national initiatives that benefit member libraries and those they serve.
- Serve as a liaison between member libraries and the statewide library network.
- Coordinate and administer state and federal aid to member libraries.
- Encourage and facilitate the meeting of state standards as well as compliance with state regulations and reporting requirements.

NLS is an equal opportunity employer.

NLS is **not** subject to Civil Service. Staff, other than administrators and managers, is unionized. This position is covered by a collective bargaining agreement.