



Code: 0576
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: ELECTRONIC RESOURCES LIBRARIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, serves as liaison with third party vendors responsible for the development and enhancement of Chicago Public Library (CPL) program applications, and performs related duties as required.

ESSENTIAL DUTIES

- Verifies data feeds for departmental websites to ensure systems are operational
- Communicates library protocols and work processes to participating vendors engaged in application design and modification
- Tests new and upgraded applications for functionality and informs vendors of issues
- Customizes written materials received from vendors in order to document navigation procedures
- Develops and conducts training with CPL throughout the city to instruct them on new or modified applications
- Troubleshoots and provides technical assistance to staff having difficulty accessing or navigating related software and notifies vendors of problems
- Registers and submits internet protocol addresses to vendors ensuring appropriate levels of access are given to library staff and department equipment
- Updates and maintains resource lists on the departmental website, creating links in order to direct users to related searches
- Drafts and posts blogs and newsletters to inform patrons of new search engines or research websites
- Designs surveys to be completed by patrons and staff in order to assess user experience and to propose enhanced features
- Tracks and evaluates the usage of various applications

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation, plus three (3) years of work experience participating in digital initiatives and information technology services for a public library

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Public library environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Advanced knowledge of:

- *on-line library systems
- *applicable computer software packages and applications (e.g., Overdrive, BiblioCore)
- *reference services and resource polices, procedures, and practices
- *library cataloging and classification procedures
- *library organization, procedures, policies, and objectives
- *library circulation practices and procedures
- *collection development techniques and methods

Considerable knowledge of:

- *trends in digital library resources
- *book market, trade bibliographies, and other electronic library tools and selections
- specialized library programs and services

Moderate knowledge of:

- *library administration

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE – Persist in the face of obstacles on the job
- INITIATIVE – Demonstrate willingness to take on job challenges
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.