

Nesmith Library
8 Fellows Road
Windham, NH 03087

www.nesmithlibrary.org

Phone: 603.432.7154 Fax: 603.537.0097

Job Title: Social Media/Digital Literacy Librarian **FLSA Status:** Non-Exempt

Supervisor's Title: Assistant Director/Library Director

Full time position Y/N: Yes

Hours (if not full time): 40

General Summary:

This is a position responsible for delivery of friendly, high-quality service to the public and other staff members in a public library setting.

The Social Media/Digital Literacy Librarian shall be knowledgeable in the provision of library services as they relate to the needs the public in general, as well as general library practices and procedures. The Social Media/ Digital Literacy Librarian must be able to communicate effectively, both orally and in writing, understand and follow administrative direction, and be able to work well with other library staff, patrons, and officials, and the general public. This position reports to the Assistant Director and Library Director. The work requires initiative and independent judgment.

The Social Media/Digital Literacy Librarian is the primary contact for database and digital service vendors. Responsibilities include managing vendor relations in addition to providing access to digital resources throughout their lifecycle, from demo to deployment to deaccession in consultation with the Library Director, vendor contacts, and GMILCS systems librarians.

This is a full-time, 40 hour/week position that will require some nights and weekend hours in a rotating schedule as well as required desk shifts.

Work is performed in keeping with the objectives, policies and established procedures of the Nesmith Library.

Essential Duties and Responsibilities:

The following are some of the typical duties of the Social Media/Digital Literacy Librarian. It is not intended to be exclusive of other related duties, which may be required from time to time.

- Creates and disseminates library marketing materials including email newsletter, press releases, social media platforms, and website. Assists in promoting library use, especially programs, services, and readers' advisory, through publicity and outreach on the above platforms and in the community. Participate in off-hour, off-site events as needed.
- Ensures consistent library identity and branding across all the above platforms.

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- Manage current database and digital resource subscriptions. Evaluate existing services and manage renewals in consultation with director, as well as keeping abreast of potential services to add. Primary contact for vendor representatives as well as patron and staff support for use of digital resources.
- Interpret and analyze statistics and data derived from all of the above, especially social media, digital resources, and email newsletter.
- Troubleshoot user issues with digital resources, public computers, printer, copier, scanners, etc. Provide direct patron technical support with digital reading services, public computer access, and personal devices as relates to library resources. Offer tech help appointments, and workshops or programs as patron needs demand.
- Regularly read pertinent professional library journals, collection development sources, and professional listservs and newsletters.
- Participate in professional groups and attend meetings and professional conferences as required.
- Assist in promoting library use, especially programs and services through publicity and outreach, including a monthly newsletter and social media.
- Participate in off-site events as needed.
- Other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of current library principles and practices.
- Knowledge of and ability to use reference tools, classification, circulation, social media, and website programs
- Working knowledge of current electronic media and social media tools.
- Knowledge of and ability to use Microsoft Word, Publisher and Excel applications, or equivalent software applications. Ability to manipulate image, document, and video files.
- Ability to establish and maintain effective working relationships with associates, subordinates, community groups and the general public.
- Ability to deal pleasantly, tactfully and efficiently with people of all ages and temperaments.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Ability to follow oral and written instructions.

Education and Experience:

A Master's Degree in Library Science from an accredited college or university or equivalent graduate degree or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. One year or more of Public Library experience.

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Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers			X	
Standing/Walking:		X		
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing:		X		
Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X

Working Conditions:

- Position requires ability to see, read and understand titles, call numbers and dates; sort accurately by alphabetical, numerical, chronological or Dewey Decimal order; reach up or down to shelve materials; manipulate library materials up to 15 pounds; carry/lift bags of library materials up to 40 pounds; grip library materials; and manipulate loaded book carts weighing up to 300 pounds over carpeted floors.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Position requires keyboarding skills and extensive use of a computer.
- Normal office exposure to noise, stress and disruptions.

Required Signature:

(Sylvie Brikiatis, Library Director)

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified: 03/15/23