



Job Announcement

Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, Texas 78701

REFERENCE/ELECTRONIC SERVICES LIBRARIAN

8:00 a.m. to 5:00 p.m. M-F

Salary: \$4000 +/-monthly, DOQ
Contact: Amy Small, 512 463-1723

Closing Date: Open until filled
Date Job Available: Vacant

REQUIRED: *Attach a statement describing how you meet the minimum and any preferred qualifications.*

JOB RESPONSIBILITIES

As a member of the State Law Library team, serves as an information consultant to judicial and state agency staff, and to the general public. Serves as specialist in electronic information services. Assist in development of website and in developing instructional materials and videos.

ESSENTIAL TASKS

- Provides reference assistance in person, over the internet or telephone at scheduled hours.
- Conducts in-depth research using primary and secondary sources
- Assists in developing and maintaining library's website
- Assists in the development of new digital library services
- Assists in marketing the library's electronic services
- Develops and conducts training sessions on legal electronic services
- Coordinates training sessions with vendor representatives and library patrons

OTHER DUTIES

- Participates in library orientation programs and conducts tours
- Participates in collection development activities
- Uses online circulation system to check materials in and out of the library
- Handles cash transactions for patron services
- Assists patrons with computers, printers, photocopiers, and microfilm reader/printers
- Assists in developing online research aids
- May assist in developing and writing grant proposals
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- MLS from a library school accredited by the American Library Association
- Experience as a reference librarian
- Experience developing and maintaining websites
- Experience writing materials for website or publication
- Experience using a wide range of digital reference resources
- Demonstrated ability to solve problems with tact and diplomacy
- Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing

PREFERRED QUALIFICATIONS

Experience as a reference librarian serving a wide range of patrons
Experience as a law librarian
Experience using Umbraco or a similar content management system to update websites
Experience using HTML5 and CSS3 to create semantic layouts and webpages
Familiarity with the .NET environment
Experience with the ASP.NET MVC framework
Experience with Visual Studio 2012 or a similar IDE
Experience maintaining ColdFusion applications
Experience with the C# programming language
Experience creating, optimizing, and querying MySQL databases
Experience designing graphics and logos for the web and/or digital publications or newsletters
Experience with JavaScript to enhance web applications
Experience developing writing successful grant proposals
Thorough knowledge of Texas legal resources
Experience using a variety of digital legal resources

APPLICATION PROCESS:

Submit a resume, State of Texas Application for Employment form (found online <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>), and a statement of how you meet the minimum and preferred qualifications. The State of Texas Application for Employment form and statement of qualifications are **REQUIRED**. Mail, e-mail or fax completed application to:

Amy Small
PO Box 12367
Austin, TX 78711-2367

E-mail: amy.small@sll.texas.gov
Fax: 512 463-1728

The State Law Library is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Amy Small.