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Austin, Texas 78701

*Job Announcement*

**DIGITAL PROJECTS ASSISTANT**

**Date Available: April 18, 2016**  
**Posting No.: DPA041816**

**Monthly Salary: \$1,300+ DOQ**  
**Working Hours: 1pm-5pm, M-F (negotiable)**

**JOB DESCRIPTION**

Performs advanced library support work. Work involves assignment in areas of electronic library applications including Koha, OverDrive, Umbraco, and LibGuides. Assists Electronic Services librarians with maintenance of library catalog, website content, and digital resources such as e-books and databases. Supports staff to enhance the library's website and patrons' online experiences.

**PRIMARY TASKS**

Assist with re-designs and/or re-organizations of web content to enhance users' experiences  
Assist librarians with batch edits to our bibliographic records using MARC editing software  
Improve the metadata of our bibliographic records in Koha  
Locate and fix broken web links on the library website  
Update bibliographic information for e-books and databases using custom library software  
Help identify user experience problem areas with our website and/or OPAC  
Identify new digital projects to enhance the library's website and patrons' online experiences  
Assist with other special projects as assigned  
Provide circulation and other reference desk assistance to patrons using the library's integrated library system, legal databases and other online resources, referring patrons to reference librarians when necessary  
Assist and instruct patrons in the use of library computers, photocopiers, and document scanner  
Assist with maintenance of library website and online resources  
Draft material to appear on the library website

**OTHER DUTIES**

Locate, retrieve, and shelve library material; clean and straighten library shelves as needed  
File loose-leaf material  
Photocopy, fax, and scan material for document delivery  
Perform routine maintenance and trouble shooting of photocopiers and printers  
Perform data entry  
Perform other duties as assigned

**MINIMUM QUALIFICATIONS**

Graduation from a standard high school or GED  
Experience providing information services to the public  
Experience updating records in an automated system  
Experience performing detail-oriented work, preferably with metadata or data entry  
General knowledge of library principles and practices  
Experience working with business technologies and software including, but not limited to, the MS Office Suite, web applications, and PDF editing and OCR scanning software  
Ability to lift 50 lbs.

**PREFERRED QUALIFICATIONS**

Experience with metadata maintenance  
Experience with a content management system (CMS) such as Umbraco  
Knowledge of HTML5, CSS3, and JavaScript  
Experience with library software such as Koha, MarcEdit, LibGuides, and OverDrive  
Experience or formal training in user experience and intuitive website design  
Knowledge of web standards, data formats, accessibility, and responsive design principles  
Experience writing SQL queries (preferably using MySQL)

Experience working with and updating records in an integrated library system  
Graduate level coursework in information or library science  
Experience providing reference services to the public in a library

Submit a completed State of Texas Application for Employment, which you can find online:  
<http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html> . **Mail completed applications to: PO Box 12367, Austin, TX 78711-2367; FAX to 512-463-1728, or e-mail to amy.small@sl.texas.gov**

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Amy Small at 512 463-1723. The State Law Library is an Equal Employment Opportunity Employer.

**Note:**

**The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 13D, 13P, 13T, 13R, 25B, IT, SN, YN, 275, 6046, 8846, 3A1X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.**