Job Announcement

DIGITAL PROJECTS ASSISTANT

Date Available: February 1, 2018   **Monthly Salary: $1,300+, DOQ**
Posting No.:   DPA020918   **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 librarians with maintenance of library patron records, the 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 processing and maintaining library patron records
Assist with re-designs and/or re-organizations of web content to enhance users' experiences
Locate and fix broken web links on the library website
Improve the metadata of our bibliographic records in Koha
Assist librarians with batch edits to our bibliographic records using MARC editing software
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@sll.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.**