



# Job Announcement

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**Web Content/Reference Librarian**  
40 hrs/wk, 8:00 a.m. to 5:00 p.m. M-F

**Salary:** \$4,000+ monthly, DOQ  
**Contact:** Ruth Harrison, 512 463-1724

**Closing Date:** Open until filled  
**Date Job Available:** 10/1/2018

## **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. Assists patrons with legal research and locating legal information. Responsible for creating content for library web site, blog, and social media. Works with web manager to identify usability concerns and improve patrons' experiences using our website.

## **ESSENTIAL TASKS**

- Provides reference assistance in person, via email, or by telephone at scheduled hours
- Conducts in-depth research using primary and secondary sources
- Assists in the development of new digital library services
- Assists in maintenance and operation of library's automated systems and intranet
- Conducts usability studies: analyzes target audiences and user needs
- Assists web manager with reorganization of website for maximum usability
- Creates custom content for library web site, blog, and social media
- Ensures compliance with website accessibility standards

## **OTHER DUTIES**

- Creates instructional materials (FAQs, videos) for patrons using library resources remotely
- Develops and maintains assigned section of the library's website
- 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 and credit card transactions for patrons
- Assists patrons with computers, printers, photocopiers, and scanners
- Assists in developing online research aids
- Assists with design and production of library publications
- Performs other duties as assigned

## **MINIMUM QUALIFICATIONS**

- MLS from a library school accredited by the American Library Association
- Experience providing library reference or legal information services
- Knowledge of desktop publishing software and practices
- Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing
- Ability to tailor communications based on patron's knowledge of the legal system
- Experience interpreting and enforcing written policies
- Interest in and aptitude for developing online resources

## **PREFERRED QUALIFICATIONS**

Knowledge of Texas legal resources  
Reference experience in a law library  
Experience developing and editing LibGuides  
Experience designing graphics and logos for the web and/or digital publications or newsletters  
Experience with JavaScript to enhance web applications  
Experience using HTML5 and CSS3 to create semantic layouts and webpages  
Experience developing and maintaining websites with Umbraco  
Knowledge of user experience principles and experience implementing them  
Experience editing and searching records in Koha  
Experience searching Westlaw and/or LexisNexis  
Experience creating or maintaining web resources  
Experience writing material for the web in a professional setting

## **APPLICATION PROCESS:**

Submit a resume, [State of Texas Application for Employment form](#), 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:

ATTN: Ruth Harrison  
Texas State Law Library  
PO Box 12367  
Austin, TX 78711-2367

E-mail: [ruth.harrison@sll.texas.gov](mailto:ruth.harrison@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 Ruth Harrison.

**Note:**

**According to the Military Crosswalk, there are no equivalent Military Occupation Specialty (MOS) codes for this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.**