



Job Announcement

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

Salary: \$4,500+ monthly, DOQ
Contact: Heather DiChiara-Schilling, 512-463-1721

Closing Date: Open until filled
Date Job Available: 9/1/2022

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 website, blog, and social media. Works with web manager to identify usability concerns and improve patrons' experiences using our website.

A partial telework schedule may be considered if certain conditions are met.

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 developing online research aids and creates instructional materials (FAQs, videos) for patrons using library resources remotely
- Conducts usability studies: analyzes target audiences and user needs
- Assists web manager with reorganization of website for maximum usability
- Creates custom content for library website, blog, and social media
- Ensures compliance with website accessibility standards

OTHER DUTIES

- 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

- Master's degree in library science from an ALA-accredited institution or equivalent.
- Experience providing library reference or 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 creating videos for the web
Experience designing graphics and logos for the web and/or digital publications or newsletters
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 (found on our web page, <http://www.sll.texas.gov>), and a statement of how you meet the minimum and preferred qualifications. Please include samples of work material illustrating your pertinent skills and experience when possible. If an applicant has no writing samples available, we encourage them to submit a brief hypothetical blog post on a topic of their choice.

Mail, e-mail or fax completed application to:

Heather DiChiara-Schilling
PO Box 12367
Austin, TX 78711-2367

E-mail: hdichiara@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 Heather DiChiara-Schilling.

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.