

## Grey Highlands Public Library – Contract Virtual Branch Librarian

### Job Description

The Grey Highlands Public Library is looking for a librarian/information specialist to create a virtual library branch. This emerging technologies specialist will organize and implement appropriate web technologies to ensure that the virtual branch of the Grey Highlands Public Library is appealing, innovative, technologically progressive, easy to use, secure, and easy to maintain.

This individual will:

- Have an up-to-date, in depth understanding of the uses for a virtual public library, especially in a rural setting.
- Create and develop an interactive virtual library website which will direct library patrons to all of the e-resources the Grey Highlands Public Library has to offer.
- Enhance and expand the library's virtual service offerings
- Manage the virtual library's electronic resources and online databases, explore and recommend new online resources.
- Recommend and implement new and developing technologies such as blogs, social media, wikis, etc.
- Collaborate with GHPL staff to provide community development and outreach, specifically in regard to virtual library services. The virtual library will service as a portal for information about the local community providing appropriate links and other suggestions.
- Provide training and support to other staff members in the ongoing updating, maintenance and continued development of the virtual library.
- Facilitate planning and decision-making, implement projects, improve customer service, resolve problems, and ensure the effective and efficient delivery of services.

**Qualifications:**

A master's degree from an accredited library or information science program or equivalent education and experience is preferred.

**Experience and skills:**

The successful individual will have experience with public library website creation, design and management, including all pertinent technological knowledge and background. He or she will bring experience working in a service environment such as providing traditional reference or research assistance or virtual electronic library reference service, including reference desk service, research assistance, user instruction, or point of service assistance with electronic technologies. An ability to work efficiently and effectively in an electronic virtual environment is a must.

This is a contract position full time for 6- 8 months commencing February 21, 2012