

Position Title: Data Librarian
Department: Access Services
Reports To: Director of Access Services
FLSA Classification: Exempt
Salary Grade: Level Grade 10

REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to be a team-player and work pleasantly and effectively with all patrons, staff, supervisors, and others
2. Ability to learn various job functions, perform them correctly, and understand the necessity in overall library operations
3. Ability to independently function efficiently in a changing and varied environment with frequent interruptions
4. Ability to exercise good judgement and focus on details
5. Ability to follow all library policies and procedures
6. Ability to demonstrate a commitment to incorporating principles of Diversity, Equity, and Inclusion into everyday work

POSITION SUMMARY

The Data Librarian is responsible for general statistical analysis of the Library's collections and services; reporting on and making recommendations regarding the usual of the Library's collections and services; the interpretation and graphical presentation of the data; and working with subject specialists to increase the skills and knowledge of data resources and methods.

This Librarian position is also responsible for assessing and fulfilling the patrons' need for information or materials. This is accomplished by (1) using the resources available in the Library; and/or (2) requesting information or materials from or referring patrons to the appropriate department, service, or outside agency. The vital role of the Library is that of guidance, direction, and instruction; this does not include performing in-depth research or analysis for patrons. The Librarian is also responsible for weeding and adding to specific areas of the circulating collection and for satisfying public service requirements. The Librarian 2 focuses additional attention on managing a specialized area.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Identify, gather and analyze CSV and XML data from usage of Library services, programs, and community involvement; make recommendations based on the analysis.
- Create and hoc reports, with templates and selection criteria, analyze reports and present findings in a manner that is end-user friendly.
- Analyze trends in data sets and create graphical presentations for departments directors.
- Summarize and synthesize data and information for end-users, in both verbal and written form.

- Compile data needed for state and other annual reports.
- Help train staff on data tools and evaluation.
- Keep apprised of changes in technology and test new products and applications, as it applies to the Library.
- Participate in department projects and initiatives, as needed.
- Ability to use MARC metadata and controlled vocabularies proficiently.
- Maintain working knowledge of the Library's reference tools and materials, the online catalog, and the Internet.
- Maintain working knowledge of the Library's circulating collection.
- Stay informed about the names of officials, organizations, clubs, businesses, schools, social agencies, etc. in the greater Schaumburg area.
- Keep apprised of the offerings of neighboring public and special libraries.
- Instruct patrons on the use of the Library's reference tools and materials, the online catalog, and the Internet.
- Assess patron's needs effectively and efficiently, either in person, over the telephone, or in writing.
- Stay informed of current trends, emerging technologies, issues and research in librarianship and allied fields.
- Provide public service assistance at the desk.
- Answer patrons' general ready-reference inquires and directional questions about the Library, the Branches, and its services.
- Provide patrons with accurate information about the resources available at all library locations.
- Work with all age groups effectively.
- Give information based on a primary source, from a reliable authority.
- Serve as "Person in Charge" of Library, in the absence of the Executive Director or Management Team members.
- Manage and complete special projects, as requested.
- Maintain professional involvement in the library science industry.
- Maintain an awareness of products, services, technology applications and trends by reading library and technology literature, news media and blogs; attending seminars, workshop and professional meetings; a proactively seeking out and recommending areas for improvement and innovation.
- Assist with the weeding and collection development of the reference and non-circulating collections, as requested.
- Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.
- Communicate problems that arise with the Executive Director or designee; address situations where patrons are not following the Patron Code of Conduct.
- Communicate clearly in English, either in person, on the telephone and in writing; maintain the ability and patience to understand and be understood by non-English speaking patrons.
- Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.
- Maintain working knowledge of computer system and technology needed in the position or as an employee.
- Abide by the Standards of Excellence for employees, and the employment policies and procedures of the Library.
- Cope with the stress of the job and get along with coworkers.
- Attend meetings and training as required or requested.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS & COMPETENCIES

- Ability to use workplace technology including email, internet, intranet, and Library database systems; along with industry technology including integrated library systems, research products, search technology; and position specific technology including collection development systems, such as SIRSI Symphony and Collection HQ; CSV and XML data; and data analytic tools, such as Analytics on Demand, Blue Cloud Analytics, and Excel formulas with V-lookup, or similar software.
- Ability to use MARC metadata and controlled vocabularies.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions or complaints from managers, board of directors, business community members, and patrons.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry, fractions, percentages, ratios, and proportions to practical situations.
- Ability to define and solve practical problems, collect data, and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Excellent writing skills and the ability to summarize and synthesize information.
- Attention to details.
- Proficient knowledge of MARC metadata and controlled vocabularies.

EDUCATION & EXPERIENCE

- Masters of Library Science (MLS Degree) from an ALA accredited university

WORK ENVIRONMENT & PHYSICAL DEMANDS

- The Work Environment and Physical Demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
- The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds and push up 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

OTHER DUTES

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

HOURS

XX average hours per week, with days, nights, and weekends as needed.