



EMPLOYMENT OPPORTUNITY

Bexley Public Library

2411 E. Main St.

Bexley, OH 43209

614-231-9709

JOB POSTING: Digital Content Librarian

DATE OF POSTING: 1/13/14

SCHEDULE: Full time, exempt

BENEFITS: Benefits include sick and vacation leave, health insurance, and membership in the Ohio Public Employees Retirement System

APPLICATIONS RECEIVED BEFORE JANUARY 19, 2014 WILL RECEIVE PREFERENCE

Summary of Position:

Under direction, the Digital Content Librarian oversees content development, ensures design congruence, and manages the library's online presence in order to effectively promote and provide user-friendly access to the library's resources and services. Responsibilities include: oversight of the library's website and social media platforms, managing digital content and resources, and ensuring accurate and timely online access to resources and information for patrons and staff.

Summary of Requirements:

1. Master's degree in Library Science from an American Library Association accredited school; AND minimum of one (1) year of experience in a library setting OR an equivalent combination of knowledge, skills, and experience
2. At least one (1) year of experience in planning and contributing to website content development. Knowledge of HTML, CSS, XML and/or graphic formats preferred.

A complete list of requirements and the full position description are available on the library's website: www.bexleylibrary.org/employment

To apply, you must complete the following:

1. Complete and submit a Bexley Public Library job application form, located on the library's website: www.bexleylibrary.org/employment.
2. E-mail a copy of your resume, cover letter, and contact information for three professional references to: r Rubin@bexleylibrary.org.