

POSITION DESCRIPTION		AGENCY/DEPT ID LIB210000 State Library of Ohio/
DIVISION OR INSTITUTION OPLIN	UNIT OR OFFICE OPLIN	COUNTY OF EMPLOYMENT Franklin
<i>This row is for Information Technology classifications ONLY</i>		PRIMARY TECHNOLOGY (IT ONLY)
		SECONDARY TECHNOLOGY (IT ONLY)

JOB CODE 99580	JOB TITLE (CLASSIFICATION) Administrative Staff	POSITION NUMBER 20010354	PAY RANGE 0
USUAL WORKING TITLE OF POSITION Digital Resources Manager		POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR 20010401 – Administrative Staff	
<input type="checkbox"/> Reclassification	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Update	<input type="checkbox"/> Position Hyperlinked to Agency Organizational Tree
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible / <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 99-EXEMPT
NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 AM – 5:00 PM Monday through Friday but may vary depending upon assignment or as set by supervisor. Travel required. May require overnight travel. Works some evenings & weekends.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance <small><i>These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.</i></small>	Knowledge Skills & Abilities
25	Gathers, manages and maintains public library data needed for OPLIN E-rate applications. Reviews and submits any E-rate application, appeal, response or request in support of OPLIN E-rate. Provides E-rate support and information to Ohio public libraries, including but not limited to: coordinating annual E-rate workshops, responding to program integrity insurance audits and other review inquiries, interacting with federal program administrators, and assisting individual public libraries with questions and problems concerning the E-rate process.	Knowledge of: library science & technology; public affairs; agency, state &/or federal rules, regulations, statutes, policies &/or procedures applicable to library science & assigned specialty area* (e.g. E-rate, subscription reference databases, eBook software, MARC records, etc.); Skill in: operation of personal computer, audio-visual equipment, online computer systems, spreadsheet software (e.g. MS Excel). Ability to: deal with many variables & determine specific action (e.g. research procedures; policy development & interpretation); handle sensitive inquiries & contacts with officials; develop & maintain good rapport with professional & non-professional library personnel, officials &/or community representatives; use proper research methods in gathering data; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things. MLIS Degree required. (*) Developed after employment. THIS POSITION IS UNCLASSIFIED PER ORC 124.11 (A) (7) (B).
25	Works closely with vendors and library partners to manage digital resources training for Ohio public library employees. Develops and maintains awareness of emerging technologies, standards, and technical issues relating to the acquisition, licensing, access, and usage of digital resources. Recommends and implements new initiatives for the discovery and management of digital resources.	
15	Works with library partners in identifying digital resources for consideration, establishing product trials for evaluation, collaborating in the negotiation of resources, and managing license and contract terms related to digital resources. Interacts with publishers, vendors and aggregators to acquire, establish and maintain access to electronic resources. Works with vendors and library partners to collect and disseminate usage data related to digital resources.	
15	Manages and coordinates all activities having to do with the access to all digital resources licensed, created, or maintained by OPLIN. Acts as the liaison to statewide digitization initiatives, such as the public library Digitization Hubs and the Ohio Digital Network and works with library partners to facilitate outreach, advocacy, and training directed at public library participants in such initiatives.	
15	Works closely with OPLIN staff, resource vendors, and library partners to solve technical problems and recommend solutions to local library management. Works with local library staff and vendors in the troubleshooting and resolution of access problems as they arise.	
5	As a member of the OPLIN Support team, also serves as a backup to OPLIN Network Support. When regular Network Support staff is unavailable, uses help desk software to provide first-level support to external customers of OPLIN network services. Refers complex issues to Network Support staff or Technology Projects Manager or State of Ohio network support.	