JOB DESCRIPTION
Church of the Nazarene, Inc.

Job Title:	Digital Librarian
Working Title:	Digital Librarian
Department:	Global Education & Clergy Development
Office:	Global Education
Reports to:	Global Education Administrative Director
FLSA Status:	Non-Exempt, part-time, temporary
Prepared by:	GECD Director & GE Administrative Director
Prepared Date:	06.11.2024 (edited original from 6/10/22)
Approved by:	
Approved Date:	06.11.2024
Anticipated Salary Grade:	

Summary: The WHDL Digital Librarian is responsible for providing expertise and leadership in the creation, presentation, preservation, and assessment of digital collections and metadata systems, policies, and procedures. The position plays a key role in supporting the implementation, administration, and enhancement of the Wesleyan-Holiness Digital Library. This individual works collaboratively with the WHDL Leadership and Development Teams in curating collections, communicating internally, and coordinating documentation and training for partners and users.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Works with the WHDL Leadership Team to provide vision to WHDL as a whole.
- Serves as Liaison between the WHDL Leadership Team and the WHDL Development Team.
- Coordinates with the technical leadership of WHDL for software training and support.
- Works closely with the WHDL Leadership Team on assessment activities, to include collecting, maintaining, analyzing, and reporting on data/statistics generated by library and discovery systems of the WHDL.
- Assists in the selection of content for the WHDL. Works closely with library and academic personnel, content creators, editors, and publishers to solicit, organize, upload, and maintain content within the library's digital publishing platform.
- Develops and leads projects related to training, evaluation, and re-training of all constituents, including on-boarding new partners.

- Works with partners to develop materials to promote Open Access Publishing and Institutional Repositories, intended for the institutional audience.
- Works collaboratively with all stakeholders to raise awareness of and participation in WHDL initiatives.
- Collaborates with the WHDL Leadership Team and others to support OPALS (i.e., library systems) and Nazarene Library Network for global education institution libraries.

Qualifications:

- Strong working knowledge of basic concepts and methodology of the library profession and ability to apply this knowledge to complete work assignments
- General knowledge of web-based content management systems, with an emphasis on user-centered design
- Knowledge of current digitization standards and practices, knowledge of metadata structure and standards, and an understanding of discipline taxonomies for institutional repositories
- Comfort with multiple types of software, such as video conferencing, screen-casting, project management software, and office applications
- Ability to effectively identify and resolve problems
- Ability to work independently and with frequent interruptions
- Ability to effectively communicate both verbally and in writing
- Prioritizes working collaboratively; thrives in a team environment

Minimum Education/Experience:

- Masters in Library and Information Science, Masters in Library Science, Masters in Information Science, or equivalent degree from an accredited institution

Preferred Qualifications

- Working knowledge of a second language

Physical Demands: The physical demands are those of a typical office environment and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Office working environment; the noise level is typically quiet.