

Position Description:

Resource Sharing Librarian [Full Time]

**Massachusetts Library System**

## Position Description

The Resource Sharing Librarian is responsible for supporting the resource sharing programs at MLS including Commonwealth eBook Collections, Document Delivery, MassCat, Mediated Interlibrary Loan and Online Content. The position will initially focus on Commonwealth eBook Collections; however, the incumbent will be involved in other projects and will provide backup support for all resource sharing program areas. The Resource Sharing Librarian also contributes to a positive work environment and to effective communications with MLS members, partners and staff members.

Reports to Resource Sharing Director

Works with members, staff, committees, representatives of partnering organizations, and vendors/contractors.

## Qualifications

**Required Skills and Experience**

1. **Education:** A Master of Library Science degree from a library school accredited by the American Library Association.
2. Strong internal and external customer service focus.
3. Ability to interact favorably and to communicate effectively, in speech and writing with library personnel, staff, and partners individually and in groups.
4. Excellent office computer skills.
5. Ability to initiate, organize and work independently. Ability to work collaboratively with other MLS staff as needed.
6. The willingness and ability to learn adapt and grow.

**Desirable experience:**

1. Two years of experience with libraries and related library resource sharing and eContent preferred.

## Position Responsibilities

Duties and responsibilities may include, but are not limited to:

1. Provides direct support to the Commonwealth eBook Collections program, taking a lead role in a number of areas based on the incumbent’s strengths and MLS’s needs.
2. Serves as a backup for all resource sharing program areas in the event of absences or vacancies.
3. Maintains relationships with key contacts at member libraries, partners and vendors related to ILL and resource sharing.
4. Participates in other resource sharing-related activities at MLS.
5. Contributes to strategy and planning for resource sharing and for MLS.
6. Works as a team with other MLS staff members on other activities and projects as needed.
7. Other duties as assigned.

## Job Requirements

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for frequent travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation.

Will work from either MLS office (western or eastern) as well as commute throughout the state.  May have the option of working from home in consultation with the Supervisor. MLS telecommuters must meet connectivity and equipment standards.

Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and provide the means of transportation to fulfill job duties throughout Massachusetts and attend relevant meetings.

Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check.

## Compensation

This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.

SALARY RANGE – $45,000 - $65,000

MLS full-time staff members receive a benefits package that includes health insurance; dental insurance, life insurance and a defined contribution plan through TIAA-CREF. (MLS is a private, non-profit organization and does not participate in any public retirement plan.)

The Massachusetts Library System, Inc. is a state-funded not-for-profit corporation governed by its member libraries with offices in Marlborough & Whately, Massachusetts.

MLS is an equal opportunity employer.