Texas State Library
Electronic Resources Coordinator

Position Description: The Texas State Library is offering an exciting position for a leader with commitment and initiative to lead the coordination and evaluation of the agency electronic information programs. In addition, this position administers the electronic resources contracts to Texas K12 public school libraries, collaborates with the TexShare database coordinator on e-resources for TexShare, coordinates K12 electronic services needs with the TexShare program, and assists the division director with networked information services policy, planning and development.

Institution: Texas State Library & Archives Commission
City: Austin, Texas
Annual Salary: $45,000 - $50,000
Salary Comment: Starting Wage: B-20/$4,000 - $5,200 a month
Telephone: (512) 463-5474  Fax: 512-463-3560
Email Address: human_resources@tsl.texas.gov
Website Address: https://www.tsl.texas.gov/jobs

MINIMUM QUALIFICATIONS
Master’s degree in library or information science from an American Library Association accredited library school.
Two years work experience with responsibility for the acquisition and management of electronic resources in a library.
Two years work experience searching electronic resources in a library.
Ability to establish goals and objectives.
Ability to speak and write well organized and grammatically correct English.
Ability to collect and analyze data, formulate conclusions, write analytical reports, develop policies and guidelines, design and conduct evaluations.
Ability to speak before groups and provide training on electronic resources.
Ability to move in and around personal work space and to and from other areas of the office and building.
Ability to perform visual activities requiring prolonged attention to detail such as evaluating and editing computer graphical displays.
Ability to hear and understand speech to interact with coworkers and clients on a routine basis.

PREFERRED QUALIFICATIONS
Work experience in long range planning, budgeting, accounting, statistics, consulting, management, networking or multi-type cooperation.
Work experience in negotiating commercial database services for a library or library consortium.
Work experience acquiring and managing e-books.
Work experience in different types of libraries, including academic libraries, public libraries, special, or cooperative library systems or networks.

Required Experience:
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