



EMPLOYMENT OPPORTUNITY

Digital Resources Specialist, Full-Time (37.5 hrs./week)

DATE OF POSTING: August 16, 2024

LOCATION: Franklin Library

SCHEDULE: The Library operates seven (7) days a week and requires staff members to work evenings, weekends, and holidays.

POSITION SUMMARY: The Digital Resources Specialist is responsible for maintaining digital access content; developing the digital materials collection; creating and updating website content; purchasing; maintaining usage statistics; providing excellent customer service; troubleshooting support; representing the library publicly; and supporting the FSPL mission.

QUALIFICATIONS AND REQUIREMENTS: Associate's Degree or equivalent combination of education and related experience in web design or technology related field. Demonstrable skill in creating and updating website content. Proficiency with collecting and organizing data. Customer service experience, preferred.

BENEFITS: This is a full-time non-exempt position. The hourly rate starts at \$17.00/hour and is dependent on qualifications. Benefits include sick and vacation leave, health, dental, vision, and life insurance and membership in the Ohio Public Employees Retirement System.

TO APPLY: Complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities. Applications may be submitted at either branch or emailed to fspl@fspl.org.

DEADLINE: Position will remain open until filled.

The Franklin-Springboro Public Library is an equal opportunity employer.