



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000

The Suffolk Cooperative Library System (SCLS) seeks a team player to join the Member Services Department as a Special Projects and Web Services Coordinator. The Member Services Department provides a variety of support services to the libraries in Suffolk County. The Special Projects and Web Services Coordinator position is responsible for the implementation of special projects and continued maintenance and management of various web services.

The candidate must have a Bachelor's Degree with a Master in Library Science preferred. Experience working with Sierra ILS and/or other library automation system preferred.

SCLS is a 56-member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. Minimum starting salary for this position is \$52,345 and includes a generous benefit package. Please see the attached job description for details.

To apply, send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by Monday, February 13, 2023.

DEPARTMENT: MEMBER SERVICES

POSITION TITLE: SPECIAL PROJECTS AND WEB SERVICES
COORDINATOR

REPORTS TO: MEMBER SERVICES SECTION SUPERVISOR

GENERAL DESCRIPTION: Responsible for working with and assisting Member Services Section Supervisor with the implementation of special projects and the continued maintenance and management of various web services.

ESSENTIAL FUNCTIONS:

1. Assist in the development and implementation of SCLS Member Service projects.
2. Create, distribute, post and maintain statistical reports.
3. Create and maintain digital content.
4. Maintain uniformity of SCLS platforms and content.
5. Assist SCLS administration and member libraries with Annual Reports.
6. Provide statistics for review of member library Annual Reports.
7. Manages digitizing projects, including the Historic Newspapers.

OTHER FUNCTIONS:

1. Manage authentication set-up and troubleshoot issues for eResources.
2. Manage authentication set-up and troubleshoot issues for Coordinated orders.
3. Provide support for coordinated orders for Member Services.
4. Schedule communications and maintain constant contact email lists and member library staff lists for various forms of communication.
5. Provide back-up support for switchboard and other general office duties as needed.
6. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent organizational skills.
2. Experience working with eResources and Websites.
3. Ability to use a variety of computer software applications.
4. Advanced Microsoft Excel skills.
5. Working knowledge of content management systems like WordPress and Drupal.
6. Ability to communicate clearly both orally and in writing.
7. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. Bachelor's Degree, MLS/MLIS degree preferred.
2. Knowledge of Library Automation Systems and Data Visualization tools preferred.
3. Knowledge of design tools like Canva preferred.