

Mission Statement

Southern Maryland Regional Library Association, Inc. is a regional resource center for the public libraries in Calvert, Charles and St. Mary's counties. It was formed in 1959 to provide additional services to the citizens of rural Maryland through their local county libraries. It is part of a state-wide resource network of three regional centers, working in collaboration with the State Library Resource Center, to provide efficient, economical and coordinated library services county libraries cannot adequately provide themselves.

The Association's mission is:

The citizens of Calvert, Charles, and St. Mary's Counties will have equal access to information through the efficient, economic, and effective sharing of resources among public libraries and all types of information agencies.

Job Title: Digital Resources Analyst

Grade Level (To be completed by HR): 7

FLSA Status (To be completed by HR): Exempt

Supervisor Title: Systems Specialist III

Location: Charlotte Hall, MD

Reviewed and Approved By:

Date Approved/Revised:

Job Summary

In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the work performed.

Provides customer support for reports and data-driven decisions. Manages digital resources. Provides recommendations and support to organization leadership regarding digital resources needs and services.

Essential Functions

List up to six **essential functions** of the job, indicating the **most important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list any duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the job's time.

Total must equal 100%. If not please adjust your entries.

1. Collects, organizes and interprets data using statistical analysis or other methods for SMRLA staff and stakeholders
2. Develops and design reports for SMRLA management and stakeholders that can be used to inform decision making
3. Identifies problems and helps SMRLA management and stakeholders solve problems through the evaluation of data
4. Participates in committees and meetings to facilitate data driven decision making for SMRLA's management and stakeholders
5. Acts as the local liaison for digital services with partner libraries and vendors
6. Develops and maintains a centralized information database for SMLRA management and stakeholders

Performs all other duties and responsibilities as assigned or directed by the supervisor. This may include attendance of and participation in required training for role.

Supervisory Responsibilities

Indicate the type and scope of supervisory responsibilities of this job. **Select only one.**

NOTE: Supervision excludes student employees.

- Direct Supervisor:** Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries and merit increases; conduct employee performance evaluations.
- Assigned Lead:** May recommend the following: employee hiring, disciplinary action, and starting salaries; provide input on employee performance evaluations.
- Does not have any supervisory responsibilities.

Budget Responsibilities

Select the item(s) below which best describe the job's involvement in the budgetary process. **Select all that apply.**

- No Involvement Plan/Forecast Prepare Approve Monitor

Education

Indicate the **minimum level** of education generally necessary to effectively perform the job's essential functions. If a higher level of education is preferred, please indicate that as well. **Select only one educational level in each column.**

Required	Preferred	Level of Education	Field of Study
<input type="checkbox"/>	<input type="checkbox"/>	Doctoral/advanced degree	
<input type="checkbox"/>	<input type="checkbox"/>	Master's degree	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree	Information Technology, engineering, computer science, analytics, mathematics, statistics, market research, business administration, or other applicable technical or quantitative field
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate's or vocational/technical school degree	Information Technology, engineering, computer science, analytics, mathematics, statistics, market research, business administration, or other applicable technical or quantitative field
<input type="checkbox"/>	<input type="checkbox"/>	Vocational or technical training	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	High school diploma or GED	

Other professional licensures, certifications, or designations required:

NOTE: Experience may substitute for some of the education above.

Work Experience

Indicate the **minimum level** of work-related experience required to effectively perform the job's responsibilities. This is not necessarily the same as the incumbent's experience. **Select only one.**

Less than 12 months 1 – 3 years 3 – 5 years 5 – 8 years More than 8 years

Required Knowledge, Skills, and Abilities:

Describe the type and level of knowledge, skills, and abilities required to perform the essential functions of this job.

Knowledge:

Knowledge to develop measurement strategies and benchmarks for digital services.

Experience supporting and maintaining digital resources.

Knowledge of data analytics

Skills:

Microsoft Office

Tableau

Collaboration with various staff and committees to ensure digital content and related tools are accessible, functional and marketed/communicated.

Pursue research and professional development activities.

Excellent written and oral communication skills.

Analytical skills

Critical thinking skills

Detail oriented

Abilities:

Ability to research and recommend new digital services, technology products, and applications from vendors to meet emerging needs.

Ability to gather data from various platforms, analyze the data and present it in a visual meaningful way.

Ability to maintain awareness of trends in digital content and electronic resources.

Ability to consult with libraries to collect and analyze statistical information.

Ability to work independently and in a team environment.

Ability to take a leadership role

Ability to communicate findings in an understandable way to SMRLA management and stakeholders

Physical/Environmental Demands

Indicates the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency.

Office environment/no specific or unusual physical or environmental demands

Specific physical requirements or environmental exposures:

Ability to lift up to 20 lbs

Additional Information

Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the job.

The Digital Resources Analyst position is a dynamic role that provides essential support to SMRLA and Southern Maryland's public libraries by providing regular, ongoing data analysis of services and potential services. This position is responsible for regularly providing statistical reports to SMRLA staff and stakeholders to help inform decision making. This position will also evaluate and make recommendations for electronic resources. The Digital Resources Analyst will participate in committees that will help facilitate data driven decision making for SMRLA and SMRLA's stakeholders.

This general outline illustrates the type of work that characterizes the job. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications.

SIGNATURES (*Typed name is acceptable for electronic submission*)

_____ Supervisor Name	_____ Supervisor Signature	_____ Date
_____ Division Head Name	_____ Division Head Signature	_____ Date