**Research & Development Librarian**

**Minimum Qualifications**

Education: MLS or equivalent from an ALA-accredited program

General: Excellent written and oral communication skills; customer service skills; knowledge of libraries; event planning skills; flexible and able to work with a creative, fast-paced team. Experience in website maintenance and development via a content management system (i.e. WordPress, Drupal, Joomla, etc), HTML, and familiarity with social networking tools. Also desirable is proficiency or the demonstrated capacity to learn PHP, MySQL, CSS and other emerging technological standards as well as understanding and/or capacity to administer CLRC’s Google Apps for Nonprofits environment. The position requires ability to work effectively with minimal supervision. The position is full time, non-exempt, and based on a 37.5 hour work week.

**Preferred**

Experience: Some library experience preferred

**Position Summary**

The Research & Development Librarian oversees the continuing education and training program for the Central New York Library Resources Council (CLRC), including planning, communication, publicity, logistical arrangements, implementation, and assessment. He/she maintains the Council’s website and, with the Digital Collections/Special Projects Librarian, provides basic technological support for Council activities.. He or she will help to carry out the mission of CLRC, encouraging innovation within CLRC and in its member libraries by sharing technological expertise and fostering collaboration and communication.

**Major Activities and Responsibilities**

Reporting to the Executive Director and under the supervision of CLRC Management, the Research & Development Librarian will:

* Manage the CLRC continuing education and training program
	+ Plan and schedule workshops with input from relevant staff, interest groups, and other external sources
	+ Manage online registration and payment process
	+ Oversee publicity for continuing education events
	+ Make logistical arrangements
	+ Communicate with member libraries to determine their training needs
	+ Maintain appropriate statistics and prepare reports as needed
* Manage the CLRC website
	+ Oversee design and development of a new website for the organization
	+ Maintain news blog
	+ Edit and update website on a regular basis, removing outdated events and stories and adding new ones
	+ Maintain , seek out, or amend plug-ins as needed for Council activities
	+ Create appropriate digital images to publicize events and programs
* Manage the CLRC presence on appropriate social media sites
	+ Promote continuing education programs
	+ Promote library advocacy activities
	+ Promote other activities of CLRC
* Identify and implement collaborative projects to meet the needs of member libraries and library systems
	+ Maintain an awareness of current trends in libraries and library technology
	+ Identify member library needs and interests
	+ Propose relevant projects and programming
* Work with management to develop and maintain statistical and qualitative assessment of CLRC programming in accordance with CLRC’s strategic plan.
* Manage CLRC’s Google Apps for Nonprofits environment.
	+ Email address set-up
	+ Listserv maintenance and monitoring
	+ File management
* Other duties as assigned.