

Web Services Librarian

Maryland Judiciary

Job Announcement

Closing Date: June 19, 2018

Office: Maryland State Law Library
Annapolis, MD 21401

Salary: \$65,106*
* A salary offer for a current Judiciary employee will be determined based on the Salary Guidelines for Internal Candidates.

Position Type: Regular, Full Time

FLSA Status: Exempt

Financial Disclosure: Yes

Essential functions:

The Web Services Librarian assists with technology development efforts, including upgrades to the People's Law Library website content management platform, as well as enhancements to accessibility, and web usability. The Web Services Librarian's essential technology- related responsibilities include: developing directory and calendar optimizations to enhance delivery of material relevant to self-represented litigants; assessing and maintaining web page functionality and correcting coding errors as they appear; applying current accessibility standards and best practices to all site pages; coordinating with outside vendors on enhancements to content management systems; and working on other projects as directed. Essential responsibilities include: updating content; maintaining and evaluating website statistics; and assisting in selection and maintenance of future content management systems and internet domain name registration. All other duties as assigned.

Education:

Bachelor's Degree from an accredited college or university.

Experience:

Minimum of two (2) years of related work experience which must include library or web site design experience.

Preferred: Undergraduate or graduate degree in computer science, information systems, or library Science.

Note: A Master's Degree in Library Science from an American Library Associate (ALA) accredited college

Or:

A Master's Degree in computer-related field can be substituted for the two years of experience.

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Skills/Abilities:

Significant expertise in web design, including the usage of content management systems; Knowledge of website design and management; Ability to keep abreast of web technology developments, particularly newly developed modules for the Drupal content management system; Knowledge of web programming in HTML, CSS, and PHP or a similar language. Thorough knowledge of office software applications, such as word-processing, spreadsheets, databases, and e-mail; Correct usage of business English, grammar, spelling, punctuation, and vocabulary; Understanding of how adults learn and retain information, especially in a web environment; Capacity to develop and implement

quality control mechanisms for website content and maintenance; Ability to work independently and to pay close attention to detail; Ability to establish priorities; Ability to collect and analyze data for evaluation of websites.

About Maryland Judiciary

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