Digitization & Reference Librarian
Up to $84,146 Annually
St. Paul, MN

Are you looking for work hours that create a better work/life balance? At MnDOT we will provide you with a lot of variety but also stability allowing you freedom to prioritize your family life. Our work is interesting. In this position you will serve as the Digitization & Reference Librarian assisting in the implementation and advancement of the Library Strategic plan. Responsibilities include:

- Leading digitization efforts to promote access to agency research and other department publications.
- Responding to complex reference and research requests.
- Marketing library services and resources.
- Facilitating current awareness of transportation-related issues throughout the Department via management of the Library’s periodicals assets and preparation of curated topical alert.
- Providing general support to efforts that enhance the knowledge base of the Department’s staff its partners, and its customers.
- Supporting innovation activities of ORI including development of an Innovation Lab and other creative work spaces.

WHY WORK FOR US
We offer excellent employee benefits, such as low-cost health and dental insurance, and affordable dependent coverage. Other benefits include:

- 11 paid holidays per year
- Earn up to 29 paid vacation days a year
- Earn 13 days paid sick time
- Defined pension plan
- Paid life insurance
- Short & long-term disability available
- Training opportunities
- And more!

WHAT DRIVES YOU?
At MnDOT, we are driven to find talented, innovative employees for Minnesota’s nationally recognized transportation system. We work to build the best team in the transportation industry to ensure that Minnesota thrives with a safe, sustainable and leading edge transportation system. You will be surrounded by a diverse community of experts, each driven by challenging work and motivated by the greater good. You will understand the impact of the work you are doing and be able to see the benefit you are providing to the citizens of Minnesota. You can set your sights high and use your strengths to grow within the organization. MnDOT offers superior health and retirement benefits as well as a solid commitment to work-life balance, which provide you the tools to thrive both at work and outside of work.

MINIMUM QUALIFICATIONS
A Master’s degree in Library & Information Science or a closely related field and one year of professional librarian experience that demonstrates:
• Knowledge of the principles and practices of information services, including cataloging, classification, reference, reference interviews, and online database systems sufficient to apply them in organizing resources in response to the Department’s needs and in providing information services to the Library's customers;
• Knowledge of professional reference, research methods and materials, and the use of the reference interview;
• Knowledge and understanding of interlibrary loan standards, practices, and codes; and
• Responding to reference requests and providing support to library patrons.

APPLY ONLINE BY 8/12/2019:
1. Go to www.mn.gov/mmb/careers/
2. Click “External Applicants”.
3. On the Job Search Page in the Keywords section enter 34542 and click Search.
4. Click on the Job Title to view the job posting.
5. Click Apply.
6. When prompted for your Referral Source, please list: Other –.

Only applicants received on mn.gov/mmb/careers/ will be considered.