

Tre Hargett, Secretary of State

State of Tennessee



Division of Human Resources and Organizational Development
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JOB ANNOUNCEMENT

Tennessee Electronic Library Administrator
Tennessee Department of State
Tennessee State Library and Archives, Planning and Development

Mission

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Director of Planning and Development

Summary: This professional position has responsibility to administer statewide access to the Tennessee Electronic Library (TEL), from procurement through implementation and daily operations. Approximately 40% of this position is devoted to preparing and delivering training to public libraries, school districts, and community and educational organizations.

Duties/Responsibilities:

- Serves as project manager for TEL, including the project lead for determining new content and working with the Solicitation Coordinator on renewing access to current content.
- Coordinating with vendors to provide training and marketing materials to TEL users.
- Provides training across the state to public libraries, school districts, and community and educational organizations on TEL content.
 - Travel with this position is on average 6 days per month, with 25% of that time being an overnight stay.
- Serves as a primary point of technical support for TEL between the vendor and the library/user.
- Writes news alerts, social media posts, and user guides for TEL.
- Maintains the TEL website for accuracy and updates when necessary.
- Represents the department at various educational conferences as a vendor and/or speaker.
- Collects and distributes statistics on usage on a monthly, quarterly, and annual basis.
- Providing feedback and reporting to appropriate state and federal funding representatives.
- Performs other duties as assigned.

www.tn.gov/sos

Minimum Qualifications:

Education and Experience

- ALA-accredited Master's Degree in Library or Information Science.
- Minimum of three years' experience with electronic database use and searching.
- Excel or similar spreadsheet experience.
- Training experience.

Knowledge and Abilities

- Strong organizational skills, including the ability to establish priorities, follow project timelines and meet project deadlines.
- Communicate effectively with diverse groups and individuals with strong interpersonal, verbal and written skills.
- Possess strong attention to detail.
- Ability to provide basic troubleshooting over the phone and in person.
- Ability to maintain workflow with multiple interruptions.
- Ability to work unsupervised in a conscientious manner.
- Proven ability to teach and train adults.
- Must be willing to work a flexible schedule and travel independently throughout the state.
- Requires normal visual acuity and field of vision, hearing, and speaking.
- Must possess good driving record and valid driver's license.
- Must exhibit the ability to be a positive influence while representing the state.

Salary: \$55,000 annually plus State of Tennessee benefits package.

To apply, please email your letter of interest and resume to the Division of Human Resources & Organizational Development, sos.hr@tn.gov.