

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

December 3, 2021  
Reference No.: FY 22-02

**Position Title:** Digital Strategies Librarian  
**Location:** New York, NY  
**Salary Range:** CL-27 (\$59,750 - \$97,130)  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** Open Until Filled

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The United States Court of Appeals for the Second Circuit is seeking a bright, innovative digital solutions engineer to join the tech services team as the Digital Strategies Librarian in Manhattan, NY. User-oriented candidates who enjoy learning, exploring, and collaborating with others, are encouraged to apply.

**ABOUT THE SECOND CIRCUIT LIBRARY:** The Second Circuit Library provides research services to over 200 circuit, district, magistrate, and bankruptcy judges, over 2,000 court staff, and also serves lawyers, self-represented litigants, and the general public. The Library currently employs 27 staff members circuit-wide and maintains six staffed branch libraries in New York, Connecticut, and Vermont. There are seven library locations throughout the circuit. There are 17,475 titles in the full library collection, and a wide variety of legal and non-legal electronic resources. The Library uses a mix of proprietary and open-source systems, including Sirsidynix Symphony, Vufind, CollectiveAccess, and WordPress.

**POSITION OVERVIEW:** The Digital Strategies Librarian will be stationed at the Thurgood Marshall U.S. Courthouse in Manhattan, NY. Typical job duties may include, but are not limited to, the tasks listed below. Assigned tasks may be changed to accommodate workload and organizational needs.

- Assist in the creation of digital collections by identifying digitization projects, creating and uploading digital objects, and managing metadata.
- Participate in the design, creation, and maintenance of websites and other digital applications.
- Work with library colleagues, diverse patron groups, and other stakeholders to develop strategies for improving the discoverability of, and engagement with, library resources and special collections.
- Assist in the production of multimedia projects, including videos and interactive exhibits.
- Catalog and classify print and digital materials; maintain online catalog.
- Assist with acquisitions-related tasks as needed.
- Attend occasional special events outside of regular business hours.

The Digital Strategies Librarian will report to the Head of Tech Services Librarian.

**REQUIRED QUALIFICATIONS:**

- Master's degree in Library or Information Science from an ALA-accredited program.
- Minimum of one year of experience in library technical services or archives; prior experience with digital collections or archives development a plus.
- Knowledge of the MARC cataloging format and/or other non-MARC metadata standards (e.g. Dublin Core).
- Familiarity with platforms used to host digital collections or digital exhibits (e.g. CollectiveAccess, Omeka, ContentDM), and/or content management systems (e.g., WordPress, Drupal).
- Interest in video production or storytelling, or willingness to learn, a plus.
- Willingness to learn new technologies, experience with web programming and design a plus.
- Flexibility, self-motivation, and a strong interest in joining a collaborative work environment.

**CONDITIONS OF EMPLOYMENT:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay is required.

**TO APPLY:** Please submit a cover letter and resume **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Digital Strategies Librarian, Reference No. FY 22-02. **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**