

JOB DESCRIPTION



Position Title: Librarian

Department: Library Services

Employment Category: Administrative Staff

Primary Location: Douglas Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS14

Position Summary: The Librarian is responsible for the instruction of information literacy and library skills in physical, blended and virtual classrooms and for oversight of general circulation procedures to include supervision of circulation staff, acquisitions, cataloging, and technical processing.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of College policies and procedures, this position:

Manages and administers technical services including cataloging, processing, weeding, inventory, etc. Performs original and complex copy cataloging and authority work using tools such as OCLC, MARC, and LCSH. Serves as a liaison to bibliographic utilities, i.e., Marcive, EBSCO, Midwest Tapes, and Oasis. Creates or reevaluates new and existing procedures and workflows in technical services

Designs and provides instruction on informational literacy and research skills in physical, blended and virtual classrooms; collaborates with faculty to provide information literacy skills education to students; provides individual research guidance and general reference instruction; understands and delivers services aligned with curriculum, diversity, and community; demonstrates commitment to student success

Oversees all aspects of circulation to include but not limited to reserves and inter-library loans district-wide; supervises, assigns duties, schedules, trains and makes recommendations regarding hiring and performance of circulation supervisory staff and student aides; assists students, faculty, staff, and community patrons with the circulation and utilization of resources; generates and maintains statistics on circulation, patron usage, instruction sessions and reference services

Participates in library collection development, maintenance and inventory; assists in determining acceptance of donations and disposal of collection materials; updates electronic records management system; maintains circulation profile and functions electronically

Creates and maintains research guides and online tutorials; formulates library programs and displays; assists with the coordination of college events

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Master's degree in library science or related degree from a regionally accredited institution of higher learning recognized by the US Department of Education and accredited by the American Library Association

Three years academic library experience

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of college policies and procedures affecting assigned work

Knowledge of the current concepts, principles, and practices needed to successfully operate an academic library for a community college

Knowledge of information technology resources supporting library services

Knowledge of public relations/customer service practices and techniques

Knowledge of or ability to learn, follow, and enforce college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in integrating technology into curriculum and other educational services

Ability to work independently, prioritize, follow multiple tasks through to completion, with close attention to detail while contributing to team environment

Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations

Ability to give effective public presentations

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Library Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.