



JOB DESCRIPTION

JOB TITLE: Librarian	FLSA: Exempt
Department: Library	Date: 5/19/2015
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Library and Learning Resources	

Job Summary

Under the direction of the Director of the Library and Learning, the Librarian has specific responsibilities for circulation, serials, references, public services, and technical services.

Essential Functions

- Transacts circulation functions such as checking material in and out, placing holds on material and charging and collecting fines for overdue items;
- Generates standard reports in the areas of overdue material, collection maintenance and circulation;
- Assists library users in locating material in the collection through the use of the automated catalog and computerized database collections;
- Provides reference service to students, staff, and general public;
- Assists students, as appropriate, in the Library's computer lab;
- Processes new material of all types in order to preserve the material and aid in its retrieval;
- Works with the Director of the Library and Learning Resources in providing orientations and in-service programs to students and College employees in the utilization of the library;
- Assists the Director of the Library and Learning Resources in the coordination with the faculty in selection of print and non-print materials for the Library;
- Assists the Director in the ordering and purchasing of books and in the maintenance of appropriate book contracts and services;
- Assists with the weeding of the print and non-print collections;
- Assists in the operation of the library automated systems;
- Assists in the utilization of CD-ROM databases, the Internet, and other networks;
- Assists in maintaining the Library's home page;
- Helps coordinate interlibrary loan requests;
- Works to catalog print and non-print materials;
- Processes records on-line; updates records; corrects entries for errors; prints monthly acquisitions list; prints monthly shelf lists of new books;
- Assists the Director in maintaining various on the collection and library usage;
- Serves on College committees, as assigned;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties, as assigned.

Minimum Education, Skills and Ability

- Masters degree in Library Science from an accredited institution and a minimum of two years experience in an academic environment;
- Knowledge of LC cataloging;
- Knowledge of basic circulation, serials, references, public services, and technical services is expected;
- Basic knowledge of computers and application software is expected.

Work Environment

- Works in a climate controlled environment with little exposure to safety hazards;
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, shelving, and other physical exertion.

Special Requirements

- Availability to work evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skill, and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

Signature

Date