



## JOB DESCRIPTION

<b>JOB TITLE:</b> Librarian	<b>FLSA:</b> Exempt
<b>Department:</b> Library	<b>Date:</b> 3/17/2020
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-41
<b>Reports To:</b> Director of Library and Learning Resources	

### **Job Summary**

The Librarian reports directly to the Director of Library and Learning Resources. The Librarian assist the Library Director in the college library operations (i.e. managing resources and services). The Librarian performs duties in the areas of public services, circulation, acquisitions, research, student instruction, faculty support, online reference, and collection development.

### **Essential Functions:**

- Provides on demand reference and extended research services to students, faculty, and staff in person, by phone, and remotely using email and chat reference services;
- Assists the Director and faculty to assess and evaluate the library instructional program and collection development in accordance to institutional goals;
- Assists with creation of research guides, online tutorials and library instruction content;
- Provides individual and classroom instruction for faculty, staff, and students in a face to face and virtual/online environment;
- Collaborates with faculty to increase awareness of library resources to students;
- Promotes library resources to faculty, students, and campus groups and prepare promotional material;
- Ensures consistent access to electronic resources;
- Assists the Director in performing website updates on a regular basis, including checking all links to the web page and updating as needed;
- Assists the Director with managing library databases and online collections;
- Collaborates with the Director and library team to establish library policies and procedures, and the development of budget proposals;
- Assists the Director in the operation and administration of the integrated library system;
- Performs technical services duties as needed;
- Contributes to special projects as assigned;
- Serves on library and college-wide committees;
- Maintains records and statistical data on library functions and services as appropriate;
- Fulfills incoming and outgoing interlibrary loan requests and keep usage statistics;
- Reviews catalog records and new book acquisitions for accuracy of bibliographic data;
- Processes new material of all types in order to preserve the material and aid in its retrieval;

- Maintains professional competencies appropriate to the position;
- 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**

- Master’s degree in Library Science from an ALA accredited institution and a minimum of two years’ experience in an academic environment;
- Reference skills;
- Library instruction skills;
- Evaluation of library materials;
- Knowledge of LC cataloging;
- Knowledge of LibGuides;
- Knowledge of basic circulation, serials, references, public services, and technical services is expected; and
- Basic knowledge of computers and application software.

**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