PROFESSIONAL JOB DESCRIPTION

Librarian

POSITION REPORTS TO: Library Director
DEPARTMENT: Library
POSITION NUMBER: Varies
PAY GRADE: 15

DATE: July 20, 2016
LOCATION: All Locations
FLSA: Exempt (Prof.)

POSITION DESCRIPTION: Provides library and research services, including information literacy instruction, for the organization and maintenance of the library and its collections.

SUPPORTS STUDENT LEARNING BY: Organizing and maintaining access to resources in the Library and providing formal and informal instruction in use of these resources.

TITLES OF POSITIONS DIRECTLY SUPERVISED: None

POSITION REQUIREMENTS: (Describe the level of education, specialized training, skills, and experience required to perform the duties & responsibilities of this position.)

1. Master’s Degree in Library Science or Information Science or an equivalent combination of training and experience.

2. Strong information technology skills including knowledge of and comfort with educational technologies, such as presentation and collaboration tools, web course management software, library management systems, discovery applications, and effective search strategies.

3. Familiarity with information literacy instruction, including curriculum development and assessment, teaching in large- and small-group settings, and using a wide range of educational technologies inside and outside of the classroom.

4. Strong writing, speaking, presenting, and interpersonal skills in person and online.

5. Minimum of three years professional library experience with concentrated experience in reference services, collection development, cataloging, or technical services preferred.
POSITION DUTIES: (List the 10-12 most important duties and responsibilities performed by this position in descending order of importance.)

1. Promotes the Library’s resources to students and faculty while also assisting them in meaningful use of said resources

2. Develops curricula and delivers Information Literacy instruction; gives orientations both in-class or in the Library; offers faculty training sessions in use of electronic systems and resources.

3. Responds to service needs both within the Library and campus wide which may include some or all of the following: instructing, selecting, developing, cataloging, and classifying library resources in print and electronically.

4. Collaborates with faculty members regarding information literacy instruction each semester and keeps them informed of new and available learning resources that the Library offers.

5. Investigates and implements new library technology in a variety of areas which may include instruction, access, and/or bibliographic control.

6. May staff or direct staffing at the Information Desk; trains and oversees work of full and part-time staff as assigned.

7. May be assigned to specialist responsibilities such as information literacy instruction, systems administration, cataloging, inter-library loans, archives and record retention, periodicals and serials, etc.

8. Performs other duties related to the position as required or directed.

NOTE: The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

PRIMARY CONTACTS: (List the primary internal and external contacts for this position and the purpose for the contact.)

Primary contacts include students, faculty, and staff. External contacts include other library professionals in libraries outside the college.

APPROVAL:  [Signature]
Chief Human Resources Officer