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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Librarian (10 months, August – June)

**DEPARTMENT:** Library **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:** 203

**REPORTS TO:** Director, Library Services **DATE:** 08/24/2015

**POSITION SUMMARY:** Manage the library's public services of circulation, serials, and interlibrary loan. Perform professional-level work requiring a wide range of administrative, communication, managerial and technical approaches. Responsible for student instruction in use of library resources, maintain library’s ILS, and collection development in specific subject areas.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Master degree in Library Science from ALA accredited institution; or completion of Bachelor degree (education or library) and two year’s library experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Maintain the library's web-based integrated library system.
* Oversee public services of serials, interlibrary loan and circulation activities.
* Conduct classroom training sessions to educate students in the utilization of library resources.
* Create research guides online and in print.
* Assist director in planning library activities.
* Conduct bibliographic instructional sessions and tours.
* Communicate and conduct reference interviews to obtain the patrons needs; in person, e-mail and chat.
* Provide collection development and faculty liaison in specific subject areas.
* Instruct in one on one or group classroom settings about the library’s resources.
* Train student workers.
* Train library and college staff in use of library's technology systems.
* Troubleshoot problems with technical resources making arrangements for resolution when necessary.
* Assist patrons at the circulation desk as necessary.
* Serve on college committees as deemed appropriate.
* Represent the college at professional organization functions and statewide library committees.
* Copyright compliance for course reserves and general questions for the campus community.
* Oversee daily operations of the library in the absence of the Director.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.

Demonstrated knowledge of a variety of electronic information resources (databases, internet, e-books) and print resources. Knowledge of library standards, practices, policies and procedures. Excellent interpersonal and communication skills. Ability to interact positively with patrons (faculty, staff, students, and public). Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies). Knowledge of copyright compliance; Marc, Cataloging standards. Creative in problem solving. Ability to foster a cooperative work environment. Program and event planning skills. Good organizational skills. Maintain confidentiality of patron records. Train student workers. Interact with various types of patrons (faculty, staff, students, public). Diplomacy. Initiate and recommend changes to workflow, facilities, and policies. Availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment. Marc; III Sierra software (various modules); Library 2.0 technology (chat, blog, web). Use computers for word processing, spreadsheets, PowerPoint presentations, or custom applications. Use, develop, or repair electronics or complex software (management information systems), hardware, or network systems.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends; Available to travel locally and regionally to participate in meetings, conferences, and other activities related to the position duties.
* **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:** Student Worker(s)

**Signatures:**

*I have read and reviewed the job description. I understand the job description is an overview of the essential tasks and responsibilities to be performed. The job description does not include or should not be interpreted as a comprehensive inventory of all duties and responsibilities required of the position. The duties of the position are subject to change and/or additional duties may be added based on the needs of the department/college.*

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER -** *This job description has been designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of the employee assigned to the job.*

**NOTICE OF NON-DISCRIMINATION** – *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6712 or* [***hrnotice@eastcentral.edu***](mailto:hrnotice@eastcentral.edu)*.*