

Job Description

JOB TITLE: Librarian, 175 Day Faculty Assignment
LAST REVISED: JUNE 2017

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under administrative direction of an educational administrator, to provide support for the Learning Resources Center (LRC) program in the areas of reference, collection development and user services (e.g., circulation, reserves, interlibrary loans, etc.) and to do related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this job classification. Incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Reference/Information Referral

1. Perform daily operations of the Reference Department, including desk coverage, statistical tracking, in-person and online reference services; and user studies;
2. Provide consultation to users regarding the availability of intra-and interlibrary loan services;
3. Share evening/weekend reference desk duty, as necessary;
4. Assume leadership role in LRC;
5. Liaison with instructional faculty;
6. Assist in the design and development of services;
7. Assist library users in the use of library technologies, including use of Microsoft Office, LibCal Reservation system, printing services and wireless network, etc .

Collection Development/Maintenance

1. Coordinate the selection and organization of appropriate research materials to support a diverse, interdisciplinary reference and general collection in assigned selection areas;
2. Oversee the organization, maintenance, and appropriateness of library holdings, ensuring that collections adequately support varying modes of instruction, learning styles, and curricular trends;
3. Assume a leadership role in the management of subscriptions (i.e., approval plans, standing orders, vendor contracts, acquisition processes, etc.);
4. Assist with the development of collection goals, policies and programs; analyze appropriate trade and professional publications for selection purposes;
5. Assist with formulating and maintaining tracking systems for planning and development purposes.
6. Collaborate with other District librarians and instructional faculty in the development of collection goals, policies and programs;
7. Participate in investigation and costing of LRC equipment needs and selection of print and non-print materials;

Instruction

1. Coordinate the development and delivery of general and specialized library instruction sessions;
2. Prepare course-related modules to support research needs of students;
3. Develop online library guides, tutorials, handouts, and other research aids for Library users;
4. Maintain current awareness of new sources and how to integrate them into research processes;
5. Prepare lecture and lesson plans for both customized and generalized subject presentations;
6. Design assessment tools to maximize instructional effectiveness;
7. Create activities/exercises designed to assist students in skill and knowledge development;
8. Orient library users to the use of the library and LRC facilities as well as resources and research methodology;
9. Design and deliver structured presentations related to the use of electronic technologies, the development of search strategies, and the basic and advanced elements of the research process.

User Services/Liaison

1. Provide system and service support in all general circulation activities including interlibrary loans and reserves;
2. Develop, promote and coordinate support for the service mission of the LRC;
3. Assist with review and assessment of public service functions and with achieving appropriate staff training levels;
4. Provide training of staff to assess user needs and interests; provide guidance to staff regarding operational processes and procedures;
5. Assist at circulation desk, as necessary; collaborate with staff in the areas of problem resolution and the assessment of user needs and interests;
6. Maintain currency regarding trends and developments as they relate to the delivery and function of effective circulation services

Professional Development

1. Monitor current literature, listservs and other professional publications for professional development as well as acquisition purposes;
2. Attend and report on appropriate meetings, conferences, sessions and training workshops related to library developments and trends;
3. Develop and maintain collegial contacts both inside and outside of the campus structure.

Training/Program Development

1. Develop individualized training workshops for staff designed to meet various learning styles, skill levels, and prior knowledge levels;
2. Design and present staff workshops regarding systems, programming and services; provide staff orientations related to service techniques and user consultation;
3. Develop, construct materials for, and seek alternative funding sources (e.g., grant proposals, entrepreneurial enterprises, etc.);

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4. Research and compile reports related to present and future Library/ LRC goals, including needs assessment, user surveys, service questionnaires, and unit planning guides.

Shared Governance Activities

1. Attend and participate in library/LRC meetings, periodic divisional and campus meetings and activities, including collaborative activities, as feasible and appropriate; respond in writing for requests for information (for example, employment process position questionnaires, unit planning guides, environmental impact reports, etc);
2. Represent LRC by serving on campus-wide committees;
3. Serve on employee selection committees, as requested;
4. Serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary, and read shared governance body minutes, Board of Trustees reports, etc., to maintain knowledge of campus activities;
5. Read and respond to information polls distributed by the Academic senate and other shared governance bodies and those distributed in connection with peer and administrator performance reviews.

Ancillary Student Services

1. Provide students and peers with a positive role model in terms of character and citizenship;
2. Participate in graduation and outstanding student award ceremonies;
3. Provide students with letters of recommendation, as requested;
4. Advise and encourage students relative to library science.

MINIMUM QUALIFICATIONS

Degrees/Experience: A Master's degree in Library Science **OR** the equivalent.

Knowledge of: **ESSENTIAL:** Library/Information science, particularly library reference systems, including databases and software systems; integrated library systems (ILS); library functions and processes; word processing, spreadsheet software, database management, and specialized library software packages/applications; teaching practices, methods, and techniques. Current trends and emerging technologies in academic libraries.

Ability to: **ESSENTIAL:** Analyze and solve problems; research and prepare reports and studies; assist in planning new LRC facilities and service delivery systems; work on resolution of many problems simultaneously; explain library/LRC processes and research methods in a logical and understandable fashion; demonstrate strong presentation/teaching skills, and prepare independently for orientations/workshops, etc.; provide LRC users with a "hands on" learning experience; develop and assess student learning and service area outcomes; form and maintain effective working relationships with peers, staff, and students; work independently to solve problems and/or participate in collaborative problem resolution activities. Recognize variation in LRC user backgrounds, abilities, and learning styles; be patient with LRC service users; maintain integrity, honesty, reliability, and cooperation.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to work indoors in work primarily of a sedentary nature and to perform the following, with or without reasonable accommodation: Almost constantly: Utilize vision (near) to read computer screens, printed materials, and to operate equipment; walk, to move about the LRC facility, including movement in



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limited spaces of book stacks.

Frequently: Utilize hearing for ordinary conversation, telephone calls, and to respond to LRC user questions; reach overhead and low to operate equipment and place and remove books from stacks; utilize manual and finger dexterity to operate computers and to operate other equipment; sit, to accomplish desk work. Frequently: Lift (from overhead, waist and floor levels) and carry (maximum 25 lbs.) to pick up books and other materials. Occasionally: Push, pull, stoop, squat and bend to move materials and to operate equipment; climb stairs to reach book stack areas.