



Job Description

Job Title:	Systems Librarian	Grade:	L
Department:	Library Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position provides reference and instructional services, and manages a functional area or campus library, including supervision and responsibility for projects and part-time staff. A Librarian is expected to demonstrate and maintain competence in each of the following functional areas.

Characteristic Duties and Responsibilities:

I. Mastery of Subject Matter

- a. Demonstrates a thorough and accurate knowledge of the field of library and information science.
- b. Displays an ability to interpret and evaluate the theories of library and information science.
- c. Connects the subject matter with related fields and the college curriculum.
- d. Stays current in subject matter through professional development, involvement in professional organizations resource sharing organizations, and attending professional meetings, conferences or workshops.
- e. Exhibits an evolving proficiency with Office products, integrated library systems and web-based technologies, with a demonstrated ability to both enhance existing and create new public and internal services using technology.

II. Functional Area and/or Campus Library Management

- a. Develops displays and programming that creates welcoming environment for students, faculty, and staff.
- b. Gathers data and produces statistical reports.
- c. Engages in outreach to students, faculty, and staff.
- d. Markets and promotes library resources and services.
- e. Plans, organizes, and manages projects.
- f. Trains, oversees, and provides leadership to full and part-time staff assigned to functional area, campus, or project; monitors performance, and reviews completed assignments.
- g. Troubleshoots software and hardware issues.

III. Teaching Performance

- a. Plans, develops, and teaches library and information literacy instruction.
- b. Plans and organizes instruction in ways that maximize student learning.
- c. Employs appropriate teaching and learning strategies to communicate library and information literacy skills to students.
- d. Modifies, where appropriate, instructional methods and strategies to meet diverse student needs.
- e. Encourages the development of information literacy skills through appropriate learning activities.
- f. Establishes and implements meaningful learning objectives for instruction sessions.
- g. Collaborates with faculty in the design and delivery of information literacy instruction.

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- h. Employs available instructional technology, when appropriate.

IV. Public Service Responsibilities

- a. Demonstrates a thorough knowledge of print and electronic information resource.
- b. Provides high-quality reference services to students, faculty, and staff; demonstrates competence in assisting patrons with complex inquiries, requests, and projects requiring independent judgment and in-depth knowledge in interpreting policies and procedures.
- c. Provides effective circulation services, including reserves and media scheduling.
- d. Trains students, faculty, and staff in the use of library equipment and resources.
- e. Develops a working knowledge of all public service points and an in-depth knowledge in interpreting and applying policies and procedures.

V. Technical Services Responsibilities

- a. Catalogs library materials in all formats using the most authoritative and technologically sound methods and practices.
- b. Manages, troubleshoots and resolves library hardware and software issues.
- c. Develops and enhances the library web site and manages the web presence.

VI. Collection Development Responsibilities

- a. Develops subject resources in assigned areas.
- b. Collaborates with departmental faculty to assess effectiveness and strength of collection in assigned subject disciplines.
- c. Participates in program accreditation as necessary.

VII. Support of College Policies and Procedures

- a. Provides library services as assigned in a multi-campus environment.
- b. Interprets and enforces library and college policies and procedures.
- c. Maintains confidentiality of student information according to current state and federal law.
- d. Exercises stewardship of college facilities and materials.

VIII. Participation in College and Division Activities

- a. Participates in meetings and events required by the college and library administrators.
- b. Responds in a timely fashion to information requests from college and library administrators.
- c. Supports both part-time and full-time colleagues.
- d. Demonstrates leadership skills.
- e. Demonstrates strong interpersonal skills in communication with students, colleagues, staff and administrators as an individual or on a team.

IX. Contribution to the Growth and Enhancement of College Mission and Programs

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- a. Maintains familiarity with college goals, mission and long-range plans.
- b. Contributes to planning and development processes through appropriate mechanisms and channels.
- c. Participates in professional activities that contribute to the educational goals of the college and its constituents.
- d. Performs responsibilities in accordance with pertinent goals, missions, and plans of the college and library services.
- e. Performs other duties as assigned.

Additional Duties:

1. Manages integrated library systems including set-up and troubleshooting; Resolves hardware and software issues through appropriate channels.
2. Develops and maintains vendor relations and maintains a working knowledge of all service points to provide support, training, documentation and policy development; Provides back up support to online services librarian and acquisitions manager.
3. Analyzes data and produces reports; develops actionable goals and projects based on such reports.
4. Sets, interprets and enforces library and college policies and provides leadership to library staff in technology grants, the technology planning process, and ILS issues.
5. Manages collection development areas and assesses the effectiveness of these collection areas.

Reporting Relationships:

Direction Received: Reports to Assistant Director of Librarian Services

Direction Given: Responsible for directing and monitoring and evaluating the work of Library Assistant, Library Technical Assistant, Library Specialist, or Library Specialist Senior; may provide functional guidance to less-experienced professional staff

Minimum Requirements:

Master's Degree in Library Science from a regionally accredited institution; ALA accredited and three years of library experience, including library instruction and progressively increasing supervisory responsibilities; Extensive knowledge and experience in database searching, internet searching, library-related software and Microsoft Office programs

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of library policies and procedures

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Knowledge of computer, office applications, and library related software

Knowledge of research procedures and software

Proficiency with web design and web authoring tools

Ability to work well with individuals with diverse backgrounds

Excellent customer service skills

Strong technology skills

Working Conditions:

Indoor environment conditions; infrequently lifting and carrying objects up to 10 lbs.; infrequently pulling, pushing, reaching overhead, kneeling, stooping, bending at the waist, and climbing several steps; sitting or standing at a service counter or sitting at a desk or workstation using a computer display, keyboard, and mouse with repetitive motions; using the telephone; infrequently traveling to other buildings on campus or to other campuses; exposure to elevated levels of dust from books and other printed materials; evening and weekend work hours