

LIBRARIAN
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 17
REPORT TO: ASSOCIATE VICE PRESIDENT OF ACADEMIC SUCCESS
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The Librarian is responsible for the oversight of the daily operations of research and library instruction services and manages library materials. Supervises collection management activities. Supervises and trains assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides service to satisfy information requirements of library users.
- Manages and supervises library acquisition of print and digital resources including purchases and subscriptions.
- Serves as a liaison and works closely with partner institutions of higher education to provide library services to faculty, staff, and students.
- Provides classroom instruction, tours, and workshops on the use of electronic resources and library research tools.
- Develops online and print subject guides.
- Maintains awareness of current library and educational technologies.
- Manages computer lab.
- In partnership with counterparts in the University of Texas Rio Grande Valley University Library, develops and maintains a balanced library collection that meets the needs of the College.
- Coordinates the evaluation, implementation, usage data collection, and ongoing maintenance of the electronic resource collection through the life cycle of each resource.
- Leads efforts to improve the efficiency and effectiveness of existing electronic resources, and collaborates with stakeholders in exploration into new types of electronic content and services.
- Works with TSC administration to provide progressive, team oriented leadership.
- Provides an environment that fosters personal and professional employee development.
- Facilitates the use of library resources, materials and equipment, including the use of electronic information resources by library users.
- Provides instruction and training opportunities on the use of library resources to library staff and faculty.
- Provides library instruction in accordance with Association of College and Research Libraries (ACRL) guidelines for academic libraries.

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- Assists in developing and maintaining assigned circulating and reference collections through collection development.
- Serves on departmental and college teams and committees.
- Serves as Library Services Liaison to academic departments and/or other college departments.
- Develops and maintains print and electronic self-instructional guides to library resources and services for patron use.
- Develops and maintains subject guides and related subject specific electronic resources.
- Coordinates the collection of data regularly reported by campus library staff.
- Assists in developing and implementing college-wide services and procedures.
- Builds and maintains good public working relations with those with whom the position requires interaction.
- Keeps abreast of and follows current library policies, procedures and protocols.
- Keeps abreast of current developments in specific job related fields.
- Provides research assistance and library services to the college community (students, faculty, staff and community users).
- Recommends for hire, supervises, trains, assigns schedules, and evaluates assigned staff, including student workers; provides guidance concerning personal and professional development.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Serves on committees as appropriate and as appointed by supervisor.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

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REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrate organizational skills in handling and directing multiple and complex assignments and projects.
- Excellent oral, written, and interpersonal communication skills.
- Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, internet research skills, and library information systems.
- Demonstrated knowledge of competitive bid processes in the public sector.
- Strong background in electronic library resources.
- Familiarity with serials acquisitions and processing.
- Familiarity with one or more integrated library systems, preferably with ExLibris Alma ILS and Primo discovery platform.
- Demonstrated knowledge of traditional reference materials, office equipment and automated library information systems.
- Ability to operate presentational equipment commonly found in classrooms.
- Demonstrated knowledge of cataloging and classification practices and tools.
- Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
- Ability to work independently as well as a team player within department and with others.
- Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
- Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, managers, and the general public.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphics.
- Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to handle sensitive and extensive confidential data.
- Excellent customer service skills and interpersonal skills.

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- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's Degree in Library Science and/or Information Science from an American Library Association accredited college or university.
- Four (4) years of library experience in a community or academic library college setting.
- At least two (2) years of supervisory experience.

PREFERRED EDUCATION AND EXPERIENCE

- Recent academic library experience at a community college setting.
- Experience in the acquisition of print and digital library materials.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Master's degree in Library Science and/or Information Science from an accredited college or university?
 - Yes
 - No
3. *Do you have a minimum of four (4) years of library experience at a community college setting?
 - Yes
 - No
4. *Do you have a minimum of two (2) years of supervisory experience?
 - Yes
 - No
5. *Do you have a valid Texas driver's license OR are able to obtain one within 90 days of hire?
 - Yes
 - No
6. Do you have recent academic library experience in a community college setting?
 - Yes
 - No
7. Do you have experience in the acquisition of print and digital library materials?
 - Yes
 - No