

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months,	<b>Title</b>	PUBLIC SERVICES LIBRARIAN
<b>Revised:</b> 04/3/2014	<b>Department</b>	GENERAL INSTRUCTION
<b>Level:</b> Professional	<b>IPEDS</b>	OTHER PROFESSIONAL
<b>FLSA:</b> Exempt	<b>Reports to</b>	LIBRARY DIRECTOR

**POSITION SUMMARY**

The Public Services Librarian is responsible for the oversight of the circulation and reference functions of the library, which uses the Innovative Interfaces Millennium ILS. This position coordinates provision of circulation functions including reserves, interlibrary loans, periodicals, and oversight of circulation staff. This position assists the Library Director in developing and conducting library instruction classes to support the academic curriculum.

**MAJOR FUNCTIONS**

1. Oversee circulation functions of the library including patron database management, due dates, notices, billing system, general record keeping and generation of reports and statistics of circulation and reference activity.
2. Plan and implement training of the circulation staff.
3. Oversee the reserves and periodicals procedures.
4. Perform assigned collection development responsibilities by using standard review sources for materials selection.
5. Assist with collection management, including inventory, weeding, purchasing, and stack management.
6. Provide reference services to faculty and students and participate in library instruction.
7. Assist the Director in troubleshooting and maintaining library equipment, computers and library automation system.
8. Attend library workshops, seminars, conferences, and other continuing education activities as needed.
9. Assume responsibility for the Library and assisting patrons when the Library Director is not present.
10. Perform other related duties as assigned by the Library Director and Vice President for Academic Affairs.
11. Maintain social networking activities and promotion of library services, at the direction of the Library Director.

<b>KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE</b>
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1. Master's degree in Library Science or Library and Information Science from an ALA accredited institution.
2. Two years of post-Master's professional academic library experience preferred.
3. Strong computer skills and understanding of and experience with electronic library systems (preferably Innovative Interfaces Millennium ILS).
4. Experience with library instruction with demonstrated teaching skills and ability to create instructional materials in print and electronic formats.
5. Knowledge of library organization, materials, services, and policies and procedures.
6. Excellent oral and written communication and interpersonal skills.
7. Ability to plan, organize, and implement responsibilities effectively and in a timely manner.
8. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
9. Strong service orientation and ability to work effectively in a team environment.

<b>EQUIPMENT/SOFTWARE</b>
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1. Operate standard office equipment, i.e., computers, copiers, printers.
2. Operate library systems and programs; utilize computer databases.
3. Proficient with standard desktop applications, i.e., Word, Excel, Powerpoint.

<b>POSITIONS SUPERVISED</b>
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None.

<b>WORKING CONDITIONS</b>
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1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. 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.
4. A neat appearance and appropriate businesslike apparel are required.

**PHYSICAL DEMANDS**

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; climb stairs; and talk or hear. Specific vision abilities required by this job include close vision.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

**LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.

**JOB PERFORMANCE STANDARDS**

1. Performance evaluation is conducted annually on performance of job duties and requirements.
2. Standards for all employees include:
  - a. Maintaining confidentiality and privacy of all patron information.
  - b. Proper handling of library materials.
  - c. Providing effective assistance to library patrons in the use of library resources.
  - d. Preparing accurate and timely reports as requested.
  - e. Observing work schedule, notifying in advance of necessary changes, and demonstrating punctuality.
3. Valid driver's license and personal vehicle.