



Assistant Librarian - Systems

Learning Resource Center

LIB/2

JOB SUMMARY

This position performs assigned specialized duties in support of library systems.

MAJOR DUTIES

Circulation

- Maintain calendar for library mediated information literacy sessions.
- Conduct library mediated information literacy sessions for classes, individuals, and workshops.
- Market the library's services.
- Share reference/circulation duties with professional staff.
- Supervise students as needed; including during evening/weekend duty and assist with training for duties.
- Function as assistant building monitor as needed; especially during disaster drills (fire, tornado, etc.)
- Performs related duties as assigned.

Systems

- Liaison between Technology Services and other departments.
- Maintains library web pages; coordinates updates with IT staff; prepares content.
- Administers library system client modules; updates software on staff computers.
- Gathers and evaluates library data and prepares related reports.
- Troubleshoots and resolves library technology issues; coordinates with IT staff as needed.
- Researches and recommends upgrades and replacements of library technology.
- Manages virtual library projects.
- Maintains virtual library support guides.
- Provides technical training for library staff.
- Serves as embedded librarian for online classes.
- Oversee potential library technology purchases and implementation.
- Serves on assigned committees.
- Represents the library at various community and regional meetings and events.
- Assists in developing and revising library policies.
- Participates in professional development.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of current trends in library services.
- Knowledge of library operations and procedures.
- Knowledge of college policies and procedures.
- Knowledge of electronic information resources.
- Knowledge of collection development principles.
- Knowledge of cataloging principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in decision making and problem solving.

- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Skill in developing and maintaining effective working relationships.
- Skill in providing quality customer services.

SUPERVISORY CONTROLS

The Learning Resource Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include US copyright law, cataloging standards, American Library Association and Association of College standards, GIL and ILL policies and procedures, software user guides, and college and library policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized librarian duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to provide library services to patrons. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, community patrons, vendors, representatives of other libraries, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an ALA accredited university.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.