



## Librarian – Part Time Library

LIB/8

### **JOB SUMMARY**

This position provides support to library operations during nights and weekends.

### **MAJOR DUTIES**

- Provides customer service support to faculty, staff, students and the general public.
- Logs in non-student community patrons.
- Locks the building in the evenings; unlocks and locks building on the weekends.
- Trains and directs the work of student workers.
- Troubleshoots copiers and printers.
- Orienting patrons to library resources including the Dartton State College library catalog (GIL), print indexes/reference sources, GALILEO and the internet.
- Assisting patrons with acquiring library cards, checking out materials, and accessing reserve materials.
- Assisting teachers and classes with individual assignments.
- Answer reference questions as needed in person or by telephone or e-mail.
- 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 electronic information resources.
- Knowledge of collection development principles.
- Knowledge of cataloging principles and practices.
- Knowledge of college policies and procedures.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in interpersonal relations and in dealing with the public.
- Skill in decision making and problem solving.
- Skill in developing and maintain effective working relationships.
- Skill in oral and written communication.
- Skill in providing quality customer services.

### **SUPERVISORY CONTROLS**

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

### **GUIDELINES**

Guidelines include college and library policies and procedures. These guidelines are generally clear and specific, but may require some 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**

None.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associates 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 of experience or service.