

JOB DESCRIPTION



Position Title: Librarian – Archivist

Department: Library Services

Employment Category: Exempt Staff

Primary Location: Douglas Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-Time; 12 Months/Year

Pay Grade: EX11

Position Summary: The Librarian is responsible for the oversight of the library archive and historical documents organization, preservation, digitization, and storage; and for instruction of information literacy and library skills in physical, blended and virtual classrooms.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages archival policies and procedures; advises the department in the creation, development, and implementation of archives procedures, preservation planning, and storage conditions; implements and refines the library's record retention program in accordance with local, state, and federal law; coordinates the move of archives into new or improved storage conditions

Provides instruction on informational literacy and research skills in physical, blended and virtual classrooms; provides individual research guidance and general reference instruction; demonstrates commitment to student success

Advises the Department in the creation, development, and implementation of instructional design best practices; stays abreast of innovations in teaching information literacy skills, model's innovation in this area, and collaborates with faculty

Participates in the assessment of student learning and evaluation of the overall effectiveness of instructional services

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in library science or related degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education and accredited by the American Library Association

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Two years of experience in an academic library
Experience providing research or information literacy instruction

An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of college policies and procedures affecting assigned work
Knowledge of archives preservation requirements, storage needs, and registration procedures for archives
Knowledge of information technology resources supporting library services
Knowledge of public relations/customer service practices and techniques
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Knowledge of library management systems
Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment
Ability to work under pressure with frequent interruptions
Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations
Ability to effectively identify and resolve problems and to maintain strict confidentiality
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of Library Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.