

POSITION DESCRIPTION

JOB TITLE: Public Services Librarian

DEPARTMENT: Library

DIVISION: Academic Affairs

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: Library Director

SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: 05/16/2024

Position Summary

The Public Services Librarian is responsible for the oversight of the circulation and reference functions of the library. This position includes reserves, interlibrary loan, and management of service desk activity. This position coordinates and conducts library orientation/instruction services.

Essential Job Duties

- 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 interlibrary loan procedures.
- 4) Provide reference services to faculty and students, and coordinate/conduct library orientation and instruction activities.
- 5) Create and modify Libguides in support of library service provision.
- 6) Assist the Director in troubleshooting and maintaining library equipment and computers.
- 7) Attend library workshops, seminars, conferences, and other continuing education activities as needed.
- 8) Assume responsibility for the library security, services, and assisting patrons when the Library Director is not present.
- 9) Assume responsibility for the library and supervision of work-studies when delegated by the Library Director to do so.
- 10) Perform other related duties as assigned by the Library Director and Vice President for Academic Affairs.

Required Knowledge, Skills & Abilities

- 1) Master's degree in Library Science or Information Science and Learning Technologies with Library Emphasis from an American Library Association accredited institution and program.
- 2) Strong computer skills and the ability to learn to use the FOLIO integrated library system.
- 3) Able to conduct library orientation and instruction sessions to enhance student, faculty, and patron use of library resources.
- 4) Ability to create promotional or instructional materials in print, electronic, or streaming media formats in support of library services.
- 5) Knowledge of library organization, materials, services, and processes/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.

Preferred Knowledge, Skills & Abilities

- 1) Ability to self-start tasks, plan activities, and assess service output with minimal direction.
- 2) Ability to apply knowledge transfer from one application to a different application.

Equipment/Software

- Information Technology abilities required:
 - Skills necessary to utilize computer to manage and improve instruction.
 - Ability to operate a computer using Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize email.
 - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
 - Ability to perform basic Learning Management System functions.

Positions Supervised

Oversees work-study students in activities pertaining to Public Services Librarian areas of responsibility. Upon delegation by the Director, will supervise work-studies when the Director is on vacation or otherwise absent from work.

Working Environment

- Generally, indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other instructional sites occasionally required.
- A neat appearance and appropriate businesslike apparel are required.
- 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.

Physical

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein 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.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement necessary curriculum.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.