Job Title: Librarian

JOB SUMMARY
The Librarian is responsible for maintaining a comprehensive media center to support staff, faculty, and students at technical colleges.

MAJOR DUTIES
- Catalogs books and other library materials according to standard library practices;
- Supervises the physical processing of library materials
- Recommends and processes orders of library materials and equipment and maintains acquisition records;
- Provides technical support for library software;
- Provides information and research services to patrons;
- Maintains reference materials and provides assistance with reference sources;
- Supervises circulation services;
- Supervises interlibrary loan services and operations;
- Compiles and maintains usage and circulation reports;
- Develops policies, procedures, long and short-term goals and objectives for the operations of library programs and educational resource center;
- Disseminates information on use of facilities, resources, equipment, services and policies;
- Maintains a manual of policies and procedures;
- Acts as system administrator for automated library systems.

COMPETENCIES
- Knowledge of library materials, methods, and organization
- Knowledge of the methods of classifying, cataloging and shelf-listing books
- Knowledge of the Dewey decimal and Library of Congress classification systems
- Knowledge of bibliographies, card catalogs, indexes, guides, encyclopedias, and other reference materials used in the library
- Knowledge of research methods
- Skill in operating a computer and job related software programs
- Skill in interpersonal relations and dealing with the public
- Oral and written communication skills
- Skill in operating basic office machinery
- Skill in organizing and multitasking
- Skill in maintaining records and preparing reports and correspondence related to the work
- Decision making and problem solving skills
MINIMUM QUALIFICATIONS

- Master’s degree in Library and Information Science from an American Library Association (ALA) accredited institution

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location