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