NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Librarian

Department: Instruction
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification I-I

Job Status: Full Time
Reports To: Director of LRC

Work Schedule:
   Monday - Thursday 8AM - 6PM
   Friday 8AM - 12PM
   Or as assigned by the supervisor

Amount of Travel Required: As needed
Positions Supervised:
Contract Length: 12 months

PURPOSE

The Librarian is the primary public service professional for the Learning Resource
Center (LRC) with responsibility for reference assistance and instruction in use of library and
information resources for faculty, staff, students, and community users. In addition, the Librarian
plays a major role in collection development and maintenance, as liaison to faculty for LRC
materials and services, and in publicizing LRC hours and services to campus constituents and area
public libraries.

Major Responsibilities:

- Plan and provide reference services for faculty, staff, students, and community users, including
  in-depth research assistance, bibliographic instruction, graded workbooks, and orientation for
groups and individuals.
- Provide reference assistance by telephone and email as needed.
- Plan and provide instruction in accessing and utilizing LRC resources to campus students and
  faculty.
- Plan and provide instruction in accessing and utilizing LRC resources to distance education
  students during on-campus orientations. Create online tutorials and other resources for
distance learners as needed.
- Supervise and coordinate all reference services and instruction sessions for evening students
  with Acquisitions/Reference Librarian.
- Serve as liaison to faculty for purposes of determining their service and material needs. Notify
  faculty of new print and nonprint resources as they become available.
- Select new library materials in a variety of formats to expand and update the collection, with
  particular emphasis on the Reference area. Supervise LRC staff in the annual shifting of books
  and audiovisual materials to reallocate shelf space.
- Perform ongoing analysis of the collection for purposes of selection, updating, and weeding.
- Assist in the coordination and development of services to meet the goals and objectives of the
  LRC mission, goals, and objectives.
- In the absence of the Director, coordinate staff schedules and library services.
- Compile monthly statistics on bibliographic instruction classes.
- Provide information about LRC hours, new books and audiovisual materials, new information
  resources, and other relevant activities through memos to faculty and staff, regular articles in
  The Eagle newspaper, campus bulletin boards, contact with area public librarians, and other
  appropriate channels.
- Attend faculty meetings and serve on college committees as requested.
• Keep up-to-date in the field of librarianship and continue professional development activities through graduate and post-graduate courses, membership in professional organizations, travel, staff development activities, community service, research, work experience or related activities.
• Maintain good relations with librarians in regional school, public, and academic libraries.
• Be familiar with the mission, goals, and objectives of the college.
• Perform other duties as requested by the Director of the Learning Resource Center.

POSITION CHARACTERISTICS:
• Requires up-to-date professional skills in librarianship including:
  o reference interviewing
  o critical thinking
  o bibliographic instruction
  o collection analysis and development
  o public relations
  o technical knowledge of computer-based resources in terms of using software and troubleshooting hardware
• Original thought and creative skill in determining the true information need, selecting and locating the appropriate resource regardless of its physical location, and instructing the patron in its proper use.
• The ability to work well with students, faculty, staff, community members, and area librarians is imperative.
• The Librarian has considerable autonomy in daily activities and is encouraged to develop plans for new services in consultation with the Director of the Learning Resource Center.

QUALIFICATIONS:
• Master of Library Science degree or its equivalent from a graduate program accredited by the American Library Association.
• Demonstrated reference and research skills using print, nonprint, and computer-based resources.
• Ability to interact well with diverse students, faculty, staff, and community users both in groups and individually.
• Ability to be physically mobile in the assistance of users.
• Working knowledge of the Internet, email, search engines, and commonly used computer hardware and software (e.g., Microsoft Office).

DESIRABLE QUALIFICATIONS:
• Previous experience in library work, preferably in a public service area.
• Working knowledge of HTML, CSS, and JavaScript.
• Experience using Microsoft FrontPage, Microsoft Expression Web, or Adobe Dreamweaver.
• Working knowledge of Blackboard®.
• Familiarity with a major integrated library system (SirsiDynix preferred).
SIGNATURES:

______________________________________  _________________  
Librarian                                  Date

______________________________________  _________________  
Director of Learning Resource Center       Date

______________________________________  _________________  
Executive Vice President for Instruction  Date

______________________________________  _________________  
President                                 Date

Job description developed:  2009
Reviewed:                           
Revised:  June 28, 2010, by Diana Hall
Prepared by: