

LRC REFERENCE LIBRARIAN

GENERAL STATEMENT:

Responsible to the Director of Learning Resource Center. Under the guidance of the Director supervises components of the Learning Resources Center.

REPORTS TO:

Director of Learning Resources

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in Library Science or the equivalent.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Library and adequate computer skills. Training and experience in cataloging with Library of Congress (LC) classification.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Work with the director of learning resources center in the overall supervision in planning of learning resources.
- Assist the director and/or campus librarians in gathering and compiling information from the LRC strategic plan.
- Responsible for computerized procedures with the library and instructs personnel in their use.
- Train technicians, student assistants, etc.; delegate subroutines and supervise employees within the service component.
- Establish, supervise, and/or complete procedures for the processing area of the learning resource center.
- Responsible for cataloging of materials.
- Assist in research projects for students, faculty, and administration.
- Process interlibrary loan requests when applicable.
- Work at the circulation desk as required, check out books, assist students and faculty with reserve materials, periodicals, and assist in locating of materials.
- In charge of reserve collection and new book lists for faculty. Withdraws outdated materials.
- Complete inventory as needed.
- Conduct library tours and bibliographic instruction for classes, as requested.
- Supervise activities in computer room.
- Assist students, faculty, and administrators with reference requests and/or location of materials.
- Perform routine tasks related to the area of quality enhancement.
- Maintain LRC records and files.
- Assist with assigned LRC projects.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to travel to other campuses.
- May be required to lift, push, or pull 40 lbs.
- May be exposed to eye strain.
- Entails working standing, bending, reaching, and sitting for long periods.
- May require irregular evening and/or weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 07/10/03

Revised:

JD339