

## **LIBRARIAN, TERRELL CAMPUS**

### **GENERAL STATEMENT:**

Serve as librarian and director of learning resources at the Terrell Campus.

### **REPORTS TO:**

Provost, Terrell Campus

### **OCCUPATIONAL GROUP:**

Professional/Non-faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in Library Science, Interdisciplinary Studies, or equivalent.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years experience as a librarian; Experience in community college, library automation, and computer operations preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Works with the director of learning resources in the overall supervision in planning of learning resources.
- Plan, organize, and direct acquisition of books, videos, and audio-visual equipment used at the Terrell Campus.
- Establish and maintain correspondence with publishers.
- Perform reference and circulation services.
- Perform all descriptive cataloging steps necessary for entering new resources into the collection.
- Supervise part-time and student employees in the learning resources center at the Terrell Campus.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.

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*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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 03/27/07*

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