COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Plan, direct, coordinate and supervise the work of a satellite campus Library; staff advisory responsibility for the development and coordination of library service programs and collections; train, supervise, and evaluate staff assigned to work within the campus or unit; assist in the development and implementation of Library policies, procedures and service delivery programs within the campus.

REPORTS TO:

Provost or Associate Vice President

SUPERVISES:

Part-time and Student workers in the campus LRC.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

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

EXPERIENCE REQUIRED:

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

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Written and oral communication
- Typing/Data Entry
- Computer Software Proficiency-Microsoft
- Operating Equipment- Office or otherwise
- Interpersonal and/or customer service skills
- Leadership/ Management

- Attention to detail
- Time management
- Organization
- Public Speaking/ Presenting
- Operational Systems and Procedures
- Administrative Practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Work with the director of learning resources in the overall supervision in planning of learning resources.
- Administer the adopted budget for the Campus LRC.
- Plan, organize, and direct acquisition of books, videos, and audio-visual equipment used at the campus.
- Establish and maintain correspondence with publishers.
- Perform reference and circulation services in the LRC as well as through an online chat system
- Create and perform library instruction with and for instructors both on campus and virtually.
- Perform all descriptive cataloging steps necessary for entering new resources into the collection.

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- Catalog and maintain Perkins funded and TVCC funded equipment for student use. Including laptops, hotspots, web cameras, and all necessary forms.
- Gather and maintain all information relevant to LRC strategic planning process.
- Create and maintain content relating to the campus for the library web page.
- Create and maintain all LibGuide web pages for instructors on the campus, if applicable.
- Disseminate information to students, faculty, and staff of learning materials and equipment available for use on the campus.
- Responsible for the production and content of material used in library social media account.
- Keep abreast of current developments in library science and instructional technology by attending workshops, conferences, and professional meetings.
- Coordinate and plan for student activities with other departments on campus.
- Collect and maintain records and statistical data needed for evaluation of services, as well as for accreditation, state and federal reports.
- Communicate with campus counseling office and Director of Testing to schedule, staff and oversee standardized testing at the campus, as needed.
- Proctor class exam, as needed.
- Schedule and proctor the TSI, as needed.
- Assist the office staff with registering examinees for HESI, as needed.
- Maintain secure file of current passwords for online internet assessments, as needed.
- Check photo I.D.'s and log in students for online exams, as needed.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision.
- Organizing workflow and ensuring that employees understand their duties or delegated tasks.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Personal computer and peripherals
- Copier
- ID Machine
- Standard Office Equipment
- Multi-Line Phone system

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PHYSICAL DEMANDS:
- Within the general rage of an office environment
- Requires Stooping, Kneeling, Crouching, Fingering, Gasping, Feeling, Talking, Hearing, Seeing, Sedentary Work, Computer Work

MENTAL DEMANDS:

None

OTHER DEMANDS:

None

The above job description has been reviewed with the employee and it was 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: 7/18/01   *Revised: 9/23/2021*

Classification:	Staff	**Coordinating/Non-Coordinating:**	C
FLSA Status:	Exempt	**TVCC Job Code:**	1205
DBM:	C	**Travel Required:**	None
IPDEDS/SOC CODE:	25-4021	**Employment Status:**	Full-Time
Salary Grade:	220	**Length:**	11 Months
FUND:	001	**TRS POS. CODE**	TRS 01

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