



Trinity Valley Community College

Job Description

LRC Reference Librarian

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:

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

SUPERVISES:

LRC Department as needed

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree in Library Science or the equivalent, must be ALA accredited.

EXPERIENCE REQUIRED:

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

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--|
| • Typing/Data Entry | • Interpersonal and/or customer service skills |
| • Computer software proficiency – Microsoft Office | • Attention to detail |
| • Operating equipment – office or otherwise | • Time management |
| • Written and oral communication | • Organization |

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:

- Assist the director and/or campus librarians in gathering and compiling information from the LRC strategic plan.
- Verify invoices and authorize for payment. Maintain departmental budget control records. Initiate correspondence as necessary.
- Maintain LRC webpage
- Maintain Library Management System
- Responsible for computerized procedures with the library and instructs personnel in their use.
- 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.
- Maintain reserve collection
- Assist director in withdrawal of outdated materials.

All TVCC positions are security sensitive and require a criminal background check.



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- Complete inventory as needed.
- 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.

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:

- | | |
|-----------------------------|---------------|
| • Standard office equipment | • Copier |
| • Calculator | • Fax machine |

PHYSICAL DEMANDS:

- Requires: Reaching, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Computer Work, Sedentary work
- Subject to: Pushing, Pulling
- May need: Kneeling, Crouching, Lifting
- Occasionally need to: Stooping, Crawling, Standing, Walking, Medium Work

MENTAL DEMANDS:

- Emotional control under stress: More than 50% of the time
- Frequent interruptions: More than 50% of the time



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The above job description has been reviewed with the employee. 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: 10/12/2021

Classification:	Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1573
DBM:	C	Travel Required:	Less than 25% of the time
IPDEDS CODE:	25-4021	Employment Status:	Full-Time
BLS SOC #:	220	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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