

LIBRARIAN, PALESTINE CAMPUS

GENERAL STATEMENT:

Serves as librarian and director of learning resources at the Palestine Campus.

REPORTS TO:

Provost, Palestine 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:

- Work 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 Palestine 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.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- 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.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 04/16/18

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