



JOB DESCRIPTION

JOB TITLE: Librarian	FLSA: Exempt
Department: Library	Date: 5/19/2015
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Library and Learning Resources	

Job Summary

The Galveston College Library seeks a creative, collaborative, student-centered professional with the passion and ability to advance student success in support of the Galveston College's vision, mission, and goals to provide an open door to learning and extend accessible educational opportunities to students, and provide high quality programs and services.

Under the direction of the Director of the Library and Learning Resources, Galveston College librarians supports the library in offering innovative services and spaces that support scholarship and research to increase student success through information literacy, library instruction and streamlining access to library resources, tools, and services.

We are looking for a librarian with a wide range of experience and/or the ability to wear many hats. Librarians at Galveston College need to be willing to learn all aspects of library operations in support of student success. This includes developing and maintaining cooperative relationships with students, faculty and staff, serving as a collection development liaison with instruction and student services departments, supporting the library services platforms, the library website, LibGuides, and electronic resources including specific responsibilities for circulation, serials, reference, public services, and technical services.

Essential Functions:

- Assist students, faculty, staff, and general public with research needs in person, by phone, and remotely using email and chat reference services.
- Circulation functions such as checking material in and out, placing holds on material and charging and collecting fines for overdue items.
- Develop and conduct library instruction sessions, print and electronic library research guides, and assignments.
- Review, select, and deselect library resources for purchase and/or weeding in accordance to institutional goals.
- Assist patrons using software, internet applications, printing, and college-related online services accessed through the library's public workstations.

- Engage in outreach activities to students, faculty, staff, and administration to increase awareness about library resources and services.
- Serve on library and college-wide committees.

Additional Job Functions:

- Maintain records and statistical data on library functions and services as appropriate.
- Fulfill incoming and outgoing interlibrary loan requests and keep usage statistics.
- Review catalog records and new book acquisitions for accuracy of bibliographic data.
- Processes new material of all types in order to preserve the material and aid in its retrieval.
- Promote library resources and campus events with monthly displays.
- Maintain professional competencies appropriate to the position.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Other duties, as assigned.

Minimum Education, Skills and Ability

- Masters degree in Library Science from an accredited institution and a minimum of two years experience in an academic environment;
- Reference skills;
- Library instruction skills;
- Evaluation of library materials;
- Knowledge of LC cataloging;
- Knowledge of LibGuides;
- Knowledge of basic circulation, serials, references, public services, and technical services is expected;
- Basic knowledge of computers and application software is expected.

Work Environment

- Works in a climate controlled environment with little exposure to safety hazards;
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, shelving, and other physical exertion.

Special Requirements

- Availability to work evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skill, and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date