

ASSISTANT DIRECTOR, LIBRARY SERVICES

JOB SUMMARY

Under the direction of an associate director, or a director, oversees one or more sections of a major organizational unit having multiple programs or unit goals; participates in the development and implementation of policies and procedures which affect the operations of the academic and/or student activities of the college; does related work as required.

EXAMPLES OF WORK

Assists in the planning and coordination of a library program or unit by initiating the development of new ideas for programs and by recommending goals, policies, and procedures which comply with college policies and goals.

Initiates the development of and recommends plans for library program promotion, assessment and improvement.

Coordinates the activities of a section or sections of a library program which is involved with the academic operation; implements alternative procedures to improve performance and meet section objectives.

Coordinates the section(s) staff and work operations, develops performance standards, makes performance evaluations, provides guidance and counsel to staff and recommends approval of personnel actions required within the sections supervised and the program or unit.

Prepares, recommends, monitors, and revises section(s) budgets.

Establishes and maintains communication and cooperative working relationships with college administrators, faculty, staff, students and student organizations, government and private agencies and/or the public in order to accomplish the objectives of the sections supervised and the program or unit.

Administers and interprets applicable federal and/or state laws and regulations.

Advises and counsels students, parents and/or alumni regarding library program offerings, activities and services. Provides guidance and assistance when problems occur.

Evaluates and recommends books and other library materials for acquisition.

Evaluates library operations and recommends changes to the director as required.

Prepares reports on program activities; compiles summaries and analyzes statistical and other data and develops findings, conclusions and recommendations.

Consults with the director or associate director to resolve unusual problems or policy concerns evolving from within the section supervised.

Maintains integrity and appropriate confidentiality in section and program operations.

Develops public relations materials.

Represents and acts for the director or associate director as directed.

Prepares detailed correspondence.

Serves on ad hoc and standing committees as required.

Supervises the maintenance of essential records and files.

#### REQUIREMENTS

##### Education

Graduation from an accredited college with a Bachelor's Degree supplemented by a Master's Degree in a field related to the position to be filled or equivalency as determined by the appointing authority.

##### Experience

Three years professional experience as a faculty member in an institution of higher education, two years of which are in an administrative capacity, or two years as an administrator in education, higher education or other field that is directly related to the functions of the position to be filled or equivalency as determined by the appointing authority.

Applicants who do not possess the required education may substitute required experience on a year for year basis. (30 credit hours are considered one year of college.)

A Ph.D. degree or Ed.D. degree may be substituted for two years of the required experience.

Range: 27

Unit: U

EEO Category: A

AFT

Assoc. Prof. In The Library

## LIBRARIAN I

### JOB SUMMARY

Under the direction of an assistant director, associate director or a director, the Librarian I is responsible for overseeing one or more sections of the library; does related work as required.

### EXAMPLES OF WORK

Supervises the staff and work operation of at least one section of the library and assists in the development of performance standards, library policies, goals and objectives, and implementation procedures.

Participates in and supervises and trains all personnel in effective library procedures and policies.

Assists in the preparation and monitoring of budgets for library section(s).

Assists in establishing and maintaining good communication and working relationship(s) with college administration, faculty, students and outside agencies and the general public to help accomplish objectives of the library.

Supervises the maintenance of accurate and up-to-date records.

Analyzes work flow and organizes procedures according to sound administrative principles.

Initiates and develops new programs or projects in assigned areas of responsibility.

Prepares statistical and descriptive reports as requested.

Advises and counsels individuals and conducts seminars for faculty, students and staff on use of the library and participates in the general library orientation program.

Prepares information materials for library users and staff.

Provides reference service and guidance on the use of the library to individuals and groups.

Makes recommendations for the purchase of supplies, new equipment, and the application of new technical procedures.

Keeps informed of professional trends and practices and college and library policies and procedures.

REQUIREMENTS

Education

Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in Library Science or the equivalence as determined by the appointing authority.

Experience

Three years professional library experience or the equivalence as determined by the appointing authority.

Range: 25 (12 month)  
22 (10 month)

Unit: U

EEO Category: B

LIBRARIAN II

JOB SUMMARY

Under the direction of an assistant director, associate director or director will be responsible for participating in the accomplishment of library services and overall objectives of the library; does related work as required.

EXAMPLES OF WORK

Provides general assistance and guidance on use of research materials and library services.

Participates in reference service order, receipt, processing, placement, shelving and publicizing of documents.

Responsible for collection development in assigned disciplines.

Coordinates bibliographic instruction services.

Teaches library orientation and instructs individuals on use of library materials and research methods.

Assists in meeting day-to-day library needs of faculty, students, and college staff.

Participates in promoting library use.

Keeps informed of trends, practices in profession, new curriculum ideas and college policy and procedures regarding the library.

Keeps records and statistics.

Compiles lists of bibliographies.

Handles correspondence.

Serves as a liaison to schools in college.

REQUIREMENTS

Education

Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in Library Science or its historical antecedent from a then ALA accredited library school or the equivalent as determined by the appointing authority.

Experience

Two years library experience or the equivalent as determined by the appointing authority.

AFT

# Instructor In the Library

## LIBRARIAN III

### JOB SUMMARY

Under the direction of an assistant director, associate director or director will be responsible for participating in the accomplishment of library services and overall objectives of the library; does related work as required.

### EXAMPLES OF WORK

Provides general assistance and guidance on use of research materials and library services.

Participates in reference service order, receipt, processing, placement, shelving and publicizing of documents.

Responsible for collection development in assigned disciplines.

Coordinates bibliographic instruction services.

Teaches library orientation and instructs individuals on use of library materials and research methods.

Assists in meeting day-to-day library needs of faculty, students, and college staff.

Participates in promoting library use.

Keeps informed of trends, practices in profession, new curriculum ideas and college policy and procedures regarding the library.

Keeps records and statistics.

Compiles lists of bibliographies.

Handles correspondence.

Serves as a liaison to schools in college.

### REQUIREMENTS

#### Education

Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in Library Science or its historical antecedent from a then ALA accredited library school or the equivalent as determined by the appointing authority.

#### Experience

Two years library experience or the equivalent as determined by the appointing authority.

Range: 20 (12 month)  
17 (10 month)

Unit: U

EEO Category: B