



# Laredo Community College

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## POSITION JOB DESCRIPTION

POSITION TITLE: ..... Reference/ILL Librarian .....

DEPARTMENT: ..... Yeary Library .....

PERSONNEL GROUP: ..... Faculty .....

POSITION LEVEL: ..... 1 .....

POSITION STEP: ..... \_\_\_\_\_ .....

EMPLOYEE NAME: ..... \_\_\_\_\_ .....

POSITION REPORTS TO: ..... Yeary/Zaffirini Library Director .....

REVISION APPROVED BY: ..... Thomas LaFleur, Yeary/Zaffirini Library Director .....

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: ..... 07/17/2007 .....

EDUCATIONAL REQUIREMENTS: Master of Library Science degree from an ALA accredited school.

BASIC FUNCTION AND RESPONSIBILITY: Responsible to the Library Director, in cooperation with other Reference librarians, for performing reference functions, supervising the Clerk Typist II, the Library Assistant, the Government Documents Assistant, and the Corral Computer Lab and participating in planning and development for Reference and for the library.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Coordinates reference activities, such as the reference desk schedule, reference book weeding, and the selection of reference materials.
2. Recommends goals for the Reference Department in accordance with library objectives and participates in planning of library policies and procedures.
3. Supervises, trains, and evaluates Library Assistant, Clerk Typist II, and Government Documents Assistant.
4. Supervises Interlibrary Loan activities.
5. Coordinates and designs library instruction programs, including scheduling library tours and library exercises. Conducts library tours as needed.
6. Assists library users by answering reference questions and answering questions about the online periodical indexes and book indexes, helping locate materials within the library, explaining the use of library equipment and facilities and advising users of library policies and regulations.
7. Serves as a member of the Collection Development Committee, Librarians Committee, Library Advisory Committee, the Bibliographic Instruction Committee, and the Senior Staff Committee.
8. Participates in evaluation of book collections for purpose of acquisition and weeding.
9. Recommends materials for purchase from reviewing media.
10. Maintains accurate, up-to-date departmental records and statistics, including the preparation of necessary reports.
11. Responsible for library Public Relations, including the publication of Tidings, the library newsletter.
12. Performs other duties as assigned by the Library Director.

EXPERIENCE: Reference or other public service experience in a library desirable.

SKILLS, KNOWLEDGE, ABILITIES: Experience in the use of personal computer software programs such as Microsoft Word and Excel. Must work evening and weekend hours when the schedule requires it. Knowledge of library automated systems. Ability to establish and maintain effective working relationships with the library staff, administration, faculty, students, and the public.

LICENSES/CERTIFICATES: - - - - -

PHYSICAL REQUIREMENTS: Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds.

WORKING CONDITIONS: Inside Work-in a well lighted and air conditioned area most of the time.

SPECIAL CONDITIONS: Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT: The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

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Print Name

\_\_\_\_\_  
Print Name

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Print Title

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Print Title

\_\_\_\_\_  
Employees Signature and Date

\_\_\_\_\_  
Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.