



**DATE ISSUED:** 09/05  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Librarian I

### ***JOB SUMMARY***

Performs professional librarian work at the entry level in specialized areas within a specific section of the University Libraries. Work also involves basic knowledge of current electronic, computer and other library technological systems, including hardware and software. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Assistant Director, Libraries

*Supervises:* May supervise Library Assistants and Student Assistants

### ***PRIMARY DUTIES - May include, but not limited to the following:***

- Promotes information literacy through marketing, instruction and service.
- Delivers professional reference services to library users.
- Conducts comprehensive research.
- Assists in the selection and acquisition of library materials, equipment and resources.
- Develops informational materials describing the library's resources and services.
- Contributes to the development and maintenance of the library web pages.
- Maintains bibliographic control of library records and materials.
- Assists in the development of library policies and procedures.
- Assists in the evaluation of library services and resources.
- Prepares reports as requested.
- Participates in discussions and gathers information from professional colleagues and library associations.
- Assists in interviewing, hiring, scheduling, training, supervising, and evaluating staff in assigned area of the library.
- Conducts classes and workshops on library resources.

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**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

Master's degree in Library Science from an ALA accredited institution. Second Master's degree desirable. Background in science related discipline preferred.

**EXPERIENCE**

Experience in related library service area or closely related field preferred.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of office practices and methods.
- Ability to perform detailed computer work.
- Ability to learn and use library related computer programs.
- Ability to supervise others.
- Ability to access and use library resources effectively.
- Ability to work in a rapidly changing environment.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate and work effectively with others in writing, orally, by telephone or e-mail, and in person.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level in the work environment is usually low to moderate.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***