



LIBRARIAN (PUBLIC SERVICES & CATALOGING)

JOB DESCRIPTION

DEPARTMENT: IAIA LIBRARY
CLASSIFICATION: EXEMPT, ADMINISTRATIVE PROFESSIONAL
REPORTS TO: LIBRARY DIRECTOR
SUPERVISES: NONE (HOWEVER DOES OVERSEE ASSIGNED STUDENT WORKERS)
LAST UPDATED: APRIL, 2018
DEADLINE: MAY 21, 2018

POSITION SUMMARY

Reporting to the Library Director, the incumbent provides a wide range of library services. The incumbent's main responsibilities include public service, cataloging, and teaching information literacy to the students. Other responsibilities include the processing of new material and supervising job duties conducted by work-study students. The library uses OCLC's WorldShare Management Services and this position is responsible for overseeing cataloging and circulation management in the system. Support IAIA's mission, vision and core values.

ESSENTIAL FUNCTIONS

- Work a 40 hour week that includes a weekly schedule working Monday-Thursday evenings from 4:30-9pm.
- Perform a wide range of public service functions, which include but is not limited to the following responsibilities:
 - Provide reference and circulation assistance to library patrons.
 - Collaborate with faculty to provide library instruction.
 - Teach and assist student, faculty, and staff based on their research needs.
 - Troubleshoot technology problems for patrons using the library's public computers.
- Perform a wide range of cataloging and collection management functions, which include but is not limited to the following responsibilities:
 - Identify, evaluate, and select appropriate organization of materials.
 - Update and maintain catalog and circulation records and policies in the integrated library system (ILS).
 - Catalog and classify a variety of materials including print, audiovisual, and special format materials using copy cataloging and original cataloging.
 - Serve as liaison to Libros Consortium to resolve technical issues with the ILS.
 - Collaborate with other staff for collection development.

- Perform a range of duties related to the oversight and direction of Student Workers assigned to the Library, which include but is not limited to the following responsibilities:
 - Provide evening library supervision and reference services.
 - Train student workers in library procedures, collection organization, and circulation.
- Community and Professional Involvement objectives:
 - Maintain membership in and participate in professional organizations
 - Participate in library staff meetings and IAIA community meetings and events
 - Keep abreast of library trends
 - Complete other duties/project as assigned or needed

REQUIRED EDUCATION AND EXPERIENCE:

Must have a Master's degree in Library Science from an ALA accredited University and at least one (1) year of professional experience with a background in cataloging. PREFERRED: Information literacy instruction experience and reference experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience applying cataloging standards such as AACR2/RDA, LCSH, MARC21 format, and LCC or Dewey Classification.
- Demonstrated communications and interpersonal skills, which includes strong writing, oral, and organizational skills.
- Ability to teach information literacy in a variety of capacities both online and in the classroom.
- Ability to be accessible and available to students and faculty.
- Ability to provide presentations.
- Ability to collaborate effectively and efficiently across several organizational levels.
- Ability to interpret and comply with library and IAIA policies and procedures.
- Effectively respond to and/or interact with others, which includes creating rapport/trust with students and establishing effective/positive work relationships with staff and faculty.
- Adhere to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives.
- Exhibit ability to adapt to changing work environments.
- Cooperate and work respectfully with others.
- Participate in pro-active problem solving, perform job duties, and participate in meetings as required.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience with OCLC Connexion
- Experience managing digital collections
- Knowledge of copyright
- Knowledge of non-MARC metadata standards, such as Dublin Core or MODS
- Knowledge of assessment?

WORKING CONDITIONS

- Ability to read and interpret basic to complex data/information/guidelines/ procedures related to integrated library/catalog systems, research, and academic-related data/information.
- Ability to present the library- or catalog-related information in a public forum.
- Ability to effectively utilize applicable computer systems and/or applications.
- Ability to meet the essential work hour requirements during regular semesters.
- A job evaluation of this position will include an assessment of performance results based on the essential functions.
- Occasional travel for meetings, conferences, and other events using personal or company vehicle.
- Management has the right to revise this job description at any time, with or without notice.
- This job description does not list all the duties of this position.
- The job description is not a contract for employment.