



Job Description

Associate Librarian (H-19 Part-time Employee)

Employee Name: Sarah Samantha Dansby
Date Employed: April 30, 2012
Employment Status: Part time (19 hours per week maximum) – Evening employment
Department: Learning Resources Center
Location: Owen Hall (Library)
Supervisory Responsibility: Part-time employees and work study students as assigned
Reports to: Director of the Learning Resource Center

SUMMARY

Under direction of the Director of the Learning Resource Center, the employee is responsible for providing circulation and reference services, and assisting with cataloging and library orientation. The employee will be primarily employed in the evenings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Regular and predictable attendance; maintain appropriate work hours as assigned by supervisor or dean.
2. Provide reference and circulation service to the patrons.
1. Teach bibliographic instruction classes.
2. Assist with developing library policies and procedures.
3. Assist with developing library information materials, tutorial guides, and bibliographies.
4. Assist with collection development by suggesting titles to be purchased, cataloging new materials, and weeding the collection.
5. Assist with compiling data for internal and external reports.
6. Assist with maintaining and updating the library blogs and Facebook.
7. Remain current in and enhance professional knowledge and skills through professional development, training and continuing education.
8. Interact with a diverse student population in a courteous and friendly manner.
9. Adhere to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
10. Adhere to all policies and procedures set forth by the College.
11. Maintain confidentiality of departmental information.
12. Represent the institution in a positive manner.
13. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Part-time employees and work study students as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) degree from American Library Association accredited institutions. Two (2) years of directly related work experience. Experience providing user services (reference and instruction) in an academic library. Demonstrated familiarity with current library technology.

LANGUAGE SKILLS

Ability to read, speak and understand oral and written information in English. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public. Effective oral and written communication skills; proficiency in the English language.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES

Ability to perform basic computer applications; competent use of the Microsoft Office suite. Commitment to information and technology literacy. Ability to cooperate as a team member. Strong work ethic. Excellent interpersonal skills, including experience interacting with a diverse faculty, staff, and students. Ability to deal with the general public on a daily basis. Ability to complete an assigned task in a safe manner and in a constant state of alertness. Must understand and follow all safety rules. Ability to work a flexible, nonstandard work week.

LICENSES OR CERTIFICATIONS

Valid driver's license. The employee could, on occasion, be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver's license.

WORKING CONDITIONS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate.

The employee will work inside in an office/classroom environment. The employee must follow all safety requirements carefully.

Hazards: None known.

Personal Protective Equipment: The employee is not required to wear personal safety equipment.

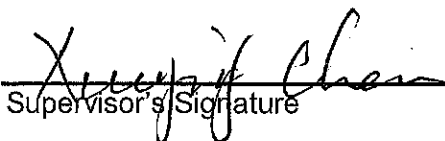
PHYSICAL DEMANDS

The physical demands described herein 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 regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Chattahoochee Valley Community College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.


Employee's Signature

5-17-2012
Date


Supervisor's Signature

5-17-12
Date