

Chattahoochee
Valley Community **College**

Job Description
Associate Librarian (part time)

Employee Name: Velma R. Jackson
Social Security #: _____
Date Employed: July 23, 2007
Employment Status: Temporary Part-time
Department: Learning Resource Center
Location: Owen Building
Reports to: Director of LRC

SUMMARY

Under the direction of the Director of the Learning Resource Center, the employee is responsible for providing circulation service, reference service, and assisting with cataloging and library orientation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provide circulation service to the patrons, including checking books in and out, registering new library users, receiving fines, clearing students' library holds, and other circulation related duties.
2. Provide general reference service to the patrons, including assisting patrons in using library printed and non-printed materials, answering reference questions, and other reference related duties.
3. Assist with book processing and cataloging.
4. Assist with library orientations.
5. Shelf books and periodicals.
6. Search databases via the Internet.
7. Troubleshoot minor computer and software problems.
8. Perform other duties as assigned.

GENERAL DUTIES AND RESPONSIBILITIES

1. Adhere to all policies and procedures set forth by the College.
2. Interact with and serve a diverse student population in a courteous and friendly manner.
3. Adhere to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
4. Maintain appropriate work hours as set forth by the Director of the Learning Resource Center or the Dean of Instruction.
5. Maintain confidentiality of departmental information.
6. Represent the institution in a positive manner.
7. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

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

Bachelor's degree from a regionally accredited college or university with a minimum of two (2) years directly related experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret incoming and inter-office information. Ability to read and understand oral and written information submitted. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public. Effective oral and written communication skills; proficient 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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES

Ability to perform basic computer applications and work with various software. Ability to work one on one with students, staff, and faculty. Ability to cooperate as a team member. Strong work ethic. Ability to operate a typewriter, telephone, copy machine, and a fax machine. Ability to meet the public in a friendly and receptive manner.

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.

WORK ENVIRONMENT

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 moderate.

Will you be able to perform the essential functions (duties and responsibilities) with or without reasonable accommodations? Yes No

Velma R. Jackson 8/20/07
Employee's signature Date

Xueying Chen 8-21-07
Supervisor's signature Date