

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

POSITION: LIBRARIAN

ASSIGNMENT:

The Librarian is a certificated member of the staff reporting directly to the Vice President of Academic & Student Success. The primary function of the Librarian is to aid the Vice President operate and administer all facets of the learning resource program. In support of these functions, the Librarian will be responsible for the daily operation of the Learning Resource Center, the implementation of the collection development, public services, technical services, public relations, interactive media conferencing, and mediated instruction functions, and the immediate supervision of the Library staff. In addition, the Librarian will perform other duties as may be assigned. The position will require some evening and Saturday hours.

REPRESENTATIVE DUTIES:

Assume responsibility for the daily operation of the Library and the supervision of the staff. *E*

Implement the collection development process. *E*

Provide reference and circulation services as needed.

Assume primary responsibility for cataloging print and non-print materials. *E*

Maintain records and statistics and submit reports as required. *E*

Assist in the preparation of the Library budget. *E*

Provide bibliographic instruction upon request.

Promote and implement mediated instruction, interactive media conferencing, and other related emerging technologies. *E*

Represent the Library as a member of college-wide committees. *E*

Promote a Library atmosphere conducive to study, research, and reading. *E*

Complete other tasks as assigned.

MINIMUM QUALIFICATIONS:

A Master's degree in Library Science or Library and Information Science from an American Library Association (ALA) accredited school or a Master's degree in Library Science, School Librarianship, School Media Services, or the equivalent from a non-ALA approved institution.

Familiarity with library automation systems and emerging technologies in support of the learning resources concept.

Ability to develop and maintain effective working relationships with students, library staff, and faculty.

An understanding and commitment to the community college philosophy.

Ability to demonstrate a sensitivity to, and an understanding of, the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of the community college students.

DESIRABLE QUALIFICATIONS:

A. Experience:

Previous work experience, internship, or practicum in library or media service at the post-secondary level with preference in the community college system.

Have knowledge of mediated instruction and the emerging technologies.

A. Ability:

To provide knowledgeable leadership in the development and implementation of the new Barstow College Learning Resource Center.

WORKING CONDITIONS:

Environment:

Office environment, subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate office equipment, standing for extended periods of time, reaching overhead, above the shoulders, and horizontally, to retrieve and shelve books, walking, bending at the waist, hearing and speaking to exchange information, and moderate lifting up to 20 pounds.

CONDITIONS OF EMPLOYMENT:

A full-time, 10 month, certificated position. Indexed to placement on the Certificated Salary Schedule. May require an additional 18 days of service during the summer months. This position is subject to evening hours and weekends.

Board approved: 04/12/00