



## Job Classification Description

### **COORDINATOR OF LIBRARY ACCESS SERVICES VSC UP SUP BARGAINING UNIT**

**Grade 13**

**EXEMPT**

#### **BASIC FUNCTION**

To carry out professional library responsibilities, including: providing bibliographic/reference instruction and reference services and oversee or assist with a variety of technical library functions. To assist with library management and the development of policies and procedures and library planning activities.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate reference services for the college community, including: oversee collection development and on-line search functions and maintain the automated information systems.
- Develop, deliver, and coordinate the bibliographic and reference instruction for students, faculty and others.
- Coordinate special collections and the college Federal document depository, including: processing, cataloging, maintenance, collection development policies, selection of specific subject areas for collection selection
- Coordinate library circulation operations.
- Oversee library technical automated services operations, including acquisitions and cataloging.
- Plan, coordinate, and evaluate services, projects and systems for the library and assist the Director with overall library administration.
- Supervise library staff and student assistants in assigned areas, including interviewing, hiring, training, planning and issuing work assignments, monitoring and scheduling work.
- Keep abreast of current developments and trends in library services.
- Perform other related duties as assigned.

#### **SUPERVISION EXERCISED**

Functional and partial administrative supervision of four to six employees and approximately ten to twenty student assistants.

#### **SUPERVISION RECEIVED**

Supervision is received from the Dean of Academic Affairs.

#### **MINIMUM QUALIFICATIONS**

Masters degree in Library Science from an ALA Accredited Program, plus one to three years of relevant experience, including some academic reference experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong knowledge and skills related to college library reference and public services and library automation technology.
- Good planning, organizational, administrative, and supervisory skills.

- Ability to deal effectively with library patrons and staff, including good interviewing, teaching, advising, and public speaking skills.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**