



## Job Classification Description

### **LIBRARIAN I VSC - UP PAT BARGAINING UNIT**

**Grade 11  
Exempt**

#### **BASIC FUNCTION**

To carry out professional library responsibilities; including performing and reference services, collection development, and/or technical services.

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

- Provide reference services to the college community, including online database searching.
- Provide bibliographic instruction classes.
- Participate in library collection development.
- Participate in technical services such as acquisitions and cataloging.
- Provide administrative support functions including such activities as library promotion, preparation of reports, and inventories.
- Participate in the supervision of employees and student assistants: assist in interviewing, hiring and training.
- Prepare various written reports.
- Confer regularly with immediate supervisor and other library staff to plan, coordinate and evaluate services/projects/systems, exchange information, resolve problems, and the like.
- Keep abreast of current developments and trends in the field.

#### **SUPERVISION RECEIVED**

General supervision is received from the Director of the Library.

#### **MINIMUM QUALIFICATIONS**

Masters degree in Library Science from an ALA accredited program.

- \* Knowledge and skills related to current college library technologies.
- \* 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.**

