



Job Classification Description

LIBRARIAN II
VSC UP – PAT BARGAINING UNIT

Grade 12
Exempt

BASIC FUNCTION

To carry out professional library responsibilities; including coordinating one or more major library function(s); participating in development of policies and procedures and library planning activities.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate reference services for the college community.
- Develop, promote, and coordinate the bibliographic instruction.
- Works with library director to formulate collection development policies.
- Responsibility for selection of specific subject areas for collection selection.
- Coordinate technical services operations including acquisitions and cataloging.
- Coordinate federal document depository collection.
- Coordinate circulation operations.
- Coordinate serials or other specialized collections in the library.
- Plan, coordinate, and evaluate services, projects and systems for the library.
- Supervise library staff and student assistants, including interviewing, hiring, training, planning and issuing work assignments, monitoring and scheduling work.
- Keep abreast of current developments and trends in the field.

SUPERVISION EXERCISED

Functional and partial administrative supervision of one or more employees and approximately ten to twenty student assistants.

SUPERVISION RECEIVED

Supervision is received from the Director of Library.

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.

- Broad base of knowledge and skills related to college library technologies.
- 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.

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