

JOB DESCRIPTION

ESPERANZA COLLEGE LIBRARIAN

POSITION: LIBRARIAN

ASSIGNMENT:

The Librarian must possess an MILS or MLS from an accredited university. The Librarian will report to the Executive Dean. The primary function of the Librarian is to aid the Associate Dean of Academic & Student Success to operate and administer all facets of a new Library program. In support of these functions, the Librarian will be responsible for the daily operation of the Library, 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 may require some evening and weekend hours.

REPRESENTATIVE DUTIES:

- Assume responsibility for the daily operation of the Library and the supervision staff.
- Implement the collection development process.
- Provide reference and circulation services as needed.
- Assume responsibility for cataloging print and non-print materials.
- Maintain records and statistics and submit reports as required.
- Assist in the preparation of the Library budget.
- Provide information literacy instruction.
- Assist users in utilizing digital library tools.
- Promote and implement mediated instruction, interactive media conferencing, and other related emerging technologies.
- Represent the Library as a member of college-wide and community-wide committees.
- Promote a Library atmosphere conducive to study, research, and reading.
- 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, staff, and faculty.
- An understanding and commitment to the philosophy of the Esperanza Community.
- Ability to demonstrate sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college students.

DESIRABLE QUALIFICATIONS:

Experience:

- Competency in Spanish language skills: speaking, reading and writing
- Previous work experience, internship, or practicum in library or media service at the postsecondary level with preference in the community college and/or Academic library systems.
- Have knowledge of mediated instruction and the emerging technologies.

Ability:

To provide knowledgeable leadership in the development and implementation of the new Library. To provide academic resources and services for Spanish speaking community.

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 shelf 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, 12-month position subject to evening hours and weekends.