



Coordinator of Instructional and Public Services Librarian

Department: Abell Library Center

FLSA Status: Exempt

Grade/Level: Exempt/Faculty Status

Work Schedule:

M-F: 9 am – 6 pm; nights and weekends as required. 12 month.

Job Status: 1.0 FTE

Reports To: College Librarian/Library Director

Amount of Travel Required: Minimal.

Positions Supervised: Interlibrary Loan Supervisor/Night Supervisor; Senior Library Associate – Circulation Supervisor

POSITION SUMMARY

Supervises and assumes major responsibility for the operations of public services. Provides oversight of comprehensive library instruction program, including but not limited to C/I, honors, and advanced courses as appropriate and the preparation of instructional materials, both print and online. Provides oversight and coordination of reference services, including selection of new reference materials, and shares responsibilities with other librarians for instruction, collection development, and liaison with academic departments.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

- Supervises Circulation/Reserves staff
- Supervises Interlibrary Loan staff
- Develops and maintains an Information Literacy Plan which defines and describes Abell Library's library instruction program
 - Works closely with faculty to integrate library resources and how to locate them for their courses, including C/I, as well as, upper-level courses
 - Coordinates instruction for Honors' students
 - Coordinates information meetings for transfers
 - Coordinates with college's initiatives in instructional technology and digital pedagogy
- Coordinates Reference services with other librarians
- Coordinates collection development of reference material, whether in print or online
- Writes and edits content of multiple library handouts, newsletter, as well as web-based classes and other instructional/informational web content

Other Job Function Statement(s)

- Participates in and serves on college committees;
- Performs other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Master's in Library Science from ALA accredited institution. At least two years teaching experience, preferably in an academic environment and at least two years supervising. Has experience using instructional technologies and collaborating with faculty on integration of information resources within digital pedagogies.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) N/A

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- adapt to changing technologies in a library environment and teach their use and usefulness (e.g. online databases, discovery services, etc.);
- exhibit strong collaborative and organizational skills;
- possess excellent interpersonal, oral, and written communication skills.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- work evenings and weekends;
- pay attention to details;
- analyze and solve basic problems;
- accept change and considerable variety in the workplace;
- work effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of faculty, staff and the public;
- make objective decisions timely and effectively;
- balance multiple responsibilities effectively;
- demonstrate enthusiasm and commitment to the goals of the college;
- achieve or surpass expected results while encouraging cohorts to do the same;
- ability to model high standards of honesty, integrity, trust, and ethical behavior.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level.

- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.
- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable by subordinates.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches staff in a positive manner and fosters staff development.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Teamwork - Works effectively with other employees, e.g., other managers or supervisors

PHYSICAL REQUIREMENTS:

The following should represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical environment is library setting with low to moderate noise.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____