

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

LIBRARIAN

FLSA STATUS: EXEMPT – PAY GRADE: FACULTY

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Librarian position supports the College's mission and goals by developing, coordinating, providing, and reporting appropriate library services and resources to ensure students, faculty, and staff are able to effectively fulfill their educational, research and information needs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Instructional Activities

Collaboratively develop, coordinate, provide, and report on online and in-person instructional services that meet Association of College and Research Libraries (ACRL) information literacy competencies for higher education as outlined in the *ACRL Information Literacy Framework*.

Teach online and/or face-to-face LIS credit courses if/when opportunity arises.

Develop and maintain professional relationships with faculty, staff, and administrators that are conducive to the continuous improvement of Library and Learning Commons (LLC) instructional programs.

Provide effective instructional support for the use of the LLC by all members of the College community.

Reference Services:

Provide online and in-person Reference Services, as assigned and prepare bibliographies, reports, etc.

Assist in the development and provision of innovative, effective, up-to-date LLC services.

Collaboratively develop and provide engaging programming and displays.

Collection Management:

Collaboratively assist in the formulation of policies and procedures for selection, deselection, acceptance and disposition of subscriptions, acquisitions, and gift materials for the LLC collections.

Review requests for acquisition of materials and evaluate, select, acquire, organize, and maintain a collection of resource materials to support the College curriculum.

Gather, evaluate and report information resource usage data for decision making.

Professional Development:

Participate in campus, college-wide, and external professional meetings.

Plan, conduct, and evaluate training opportunities for members of the LLC and College community.

Maintain expertise in assigned areas by participating in the activities of professional organizations, and keeping current in professional literature and research.

Other Common Duties and Responsibilities:

The general responsibilities and duties of College faculty members are outlined in the *FSCJ Faculty Handbook*.

Assist in development of budget expenditures, LLC policies and procedures, as well as maintain and report statistical data, records and inventories.

Provide leadership in support of LLC campus operations and assist in developing and meeting LLC goals and objectives.

Maintain assigned work schedule including office hours for consultation.

Librarians may be assigned district-wide LLC responsibilities that include performing in a team leadership role to collaboratively plan, coordinate, implement, assess and report LLC activities such as: Assessment, Collection Development, Digital Services, Library Instruction, LLC Outreach and Engagement.

SUPERVISION RECEIVED

General supervision is received from the Executive Dean in collaboration with the Campus LLC Directors.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a Master's degree in Library Science or similar degree from an American Library Association (ALA) accredited institution.

PREFERRED QUALIFICATIONS

Experience in academic libraries in higher education and experience in developing and providing library instruction programs.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 07/2018