



Job Description

Head Librarian/Asst. Director of the Learning Commons

JD: 2412
Pay Grade: G12

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum three (3) years' work experience in an Academic Library. Supervisory experience required.

Minimum Education Requirements: Master's Degree in Library or Information Science from an ALA accredited program.

Direct Supervisor: Director of the Learning Commons and Academic Success

Supervisory Responsibility: Direct: Library staff; Indirect (0)

Primary Work Location: Learning Commons, office setting, and campus setting.

Certification:

Job Summary: Under general direction, this position is responsible for the direct management and leadership of the library functions of the Learning Commons including reference, circulation, acquisitions, technical services, collection development, information literacy instruction, management of the library's automated systems, the Learning Commons and technological applications associated with tutoring, testing, writing and math centers, personnel, and public relations. This position supports the Director in management of the Learning Commons budget, strategic planning, assessment, and reporting.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Apply Library and Learning Commons policies and procedures.
- Supervise the operation of the library's electronic information systems.
- Supervise the operation of the library's online integrated system.
- Collaborate with the Director to support student learning.
- Build an effective, current and useful collection of library resources, suited to the curricula, to College objectives, and to the needs of the College community.
- Collaborate with the Director to formulate and administer the library component of the Learning Commons budget, strategic planning, and assessment.
- Support the Director in providing all required operational, financial, and program reports.
- Supervise an annual inventory of all library holdings.
- Plan, coordinate, and provide library information literacy instruction and orientation programs.
- Coordinate reference services to students, faculty, and the community.
- Develop, plan, and supervise assigned library and Learning Commons programs.
- Sustain academic research function of the library; collaborate with faculty.
- Shares in scheduled reference desk duties and helps provide back-up coverage when needed.
- Provide technological support for staff and students, when needed.
- Assume responsibility for the Learning Commons operation in the absence of the Director.
- Support the advising and retention functions of the Advising & Academic Success Center during peak times throughout the year.



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- Represent the College at library and Learning Commons conferences on a local, state, and national level.
 - Maintain awareness of trends and developments in librarianship through study and professional meetings.
 - Participate in campus committees, task forces, governance, and activities as appropriate. Effectively perform as a member of the team in carrying out the College's Mission Statement.
 - Participate in his/her own performance appraisal.
 - Performs other duties as assigned, and/or other voluntary Learning Commons, campus, or college- wide activities which promote the educational mission of the Learning Commons and Garrett College.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Academic libraries and librarianship.
- Overall library policies and procedures.
- Reference, research techniques, bibliographic instruction, copyright regulations, cataloging, processing, and acquisitions.
- Microcomputers and automated library and learning commons systems/computer applications/electronic resources.
- Educational technology, software and equipment.
- Managerial /supervisory techniques.

Skills

- Strong written and oral communications and relational skills.
- Strong organizational skills with attention to detail maintaining highly degree of accuracy.
- Good public relations and customer service.
- Operating a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.
- Establishing and maintaining effective working relationships with faculty, staff, students, and members of the public.

Abilities

- Assist all library patrons in a friendly and helpful manner.
- Supervise and instruct others with courtesy, tact, initiative and integrity.
- This position must employ complex reference interview skills and exercise independent professional judgment.
- Operate computers in the Library and to instruct others in their use.
- Maintain confidentiality.
- Multitask a variety of task while meeting deadlines.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.



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- Some significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date