

Senior Librarian

Job Code: 7140

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides library services in a specific library department.

- Provides reference services to library patrons to include answering questions, preparing and maintaining materials.
- Catalogs and classifies materials.
- Performs bibliographic searches.
- Develops guides to the library collections and research aids.
- Performs library instruction including computer-assisted research.
- Coordinates departmental needs with other library departments.
- Advises and participates in collection development and preservation activities.
- Promotes and represents library to internal and external clients.
- Receives patient records, codes, and logs.
- Compiles data from various sources for monthly reports.
- Participates in library and University committees and task forces related to primary job assignment.

Serves and participates at the local, State, regional, national and international level in professional and scholarly associations as appropriate to position and experience.

- May serve as Branch Librarian.
- May be responsible for selection, training, and evaluating of staff.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Master's degree in any subject area.

Experience:

Required: 12 months of related academic experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills
- Highly organized and ability to handle multiple projects and deadlines
- Demonstrated commitment to service excellence
- Ability to establish and sustain positive working relationships with all levels of personnel, including administrators, faculty, staff, and student employees
- Demonstrated technological proficiency and capabilities working with personal computers and software, the Web, and library-relevant applications

Working Conditions

Physical:

Ability to lift, bend, stoop, carry and carry. Ability to engage in repetitive motions.

Environmental:

Standard office environment. Frequent exposure to interruptions. Requires contact with other departments and university officials.

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