

Sul Ross State University

Position Description

Official Title: Circulation Services Librarian
Salary Group: Unclassified (2)

Job Code: 3237

Summary

Function: Manages Circulation Department; performs Information Desk duties.

Scope:

Duties

Essential: Supervises the Circulation Department including the Circulation Supervisor (one FTE staff member who is responsible for up to 12 student assistants); manages the Reserve and Special Circulation collections, stays current on copyright issues and manages compliance; manages stacks maintenance for books, media, and periodicals; develops policies and procedures and creates reports for Circulation Department; participates in some collection development duties, including weeding; manages TexShare card program; mediates disputes related to access services with Library patrons; shares building management and other public services duties with five librarians, including information desk duty, patron orientation, evening and weekend duty; works in service oriented environment in direct and continual contact with the public. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to the Director of Library Public Services.

Given: Supervises one full-time paraprofessional.

Education

Required: Master's degree in Library Science from an ALA accredited library program.

Preferred:

Experience

Required:

Preferred: Two years professional experience; experience working in an academic library; experience training staff; experience with circulation services (either as a professional or paraprofessional); experience with a library automation system, preferably SIRSI; proficiency with standard office software and internet applications.

Equipment/Skills

Required: Strong knowledge of electronic and printed information sources; excellent problem-solving, interpersonal, oral, and written communication skills; strong commitment to service and working in a team based environment.

Working Conditions

Usual: Service oriented environment in direct and continual contact with the public; flexible schedule encompassing evening and weekend hours as demanded to meet supervisory and security requirements. Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2005