

## **POSITION DESCRIPTION**

**JOB TITLE:** Library Specialist

**DEPARTMENT:** Academic Services

**SHIFT:** 8:00am-5:00pm, Monday-Friday

**Salary:** \$30,000 - \$40,000 annually

**FUNCTION:** To create an environment where students, faculty, and staff are excited to be creative, innovative, and open as they conduct research and work to solve problems.

**REPORTS TO:** Director of Digital Library & Learning Commons

### **MAJOR DUTIES/RESPONSIBILITIES:**

- The Library Specialist assists the librarian in maintaining the library and provide requested assistance to patrons. This individual performs a full range of library activities, provides coverage at the service desk, and assist with clerical and administrative duties for the library and library staff. The Library Technician uses considerable independent judgment in making decisions where guidelines are applied to a variety of situations and serves as a lead worker responsible for assigning and directing the work of student workers/volunteers/interns.

### **GOALS/ROLE OF POSITION:**

- Reserve, circulate, renew, and discharge books and other materials
- Register new patrons and update patrons' records on computers
- Answer routine reference inquiries and refer patrons needing further assistance to librarians
- Guide patrons in finding and using library resources, including the OPAC, computers, and electronic resources
- Help select and request the acquisition of library materials
- Catalogs books and other library materials
- Help create and update online research, course, and subject guides
- Maintains records, prepares reports, and composes correspondence related to the work
- Train and supervise other staff, volunteers, interns, and student workers
- Help plan, promote, and facilitate specialized programs
- Design special displays to promote use of library facilities or specific resources at the library
- Reads professional literature and participates in in-service training to keep informed on current materials and library developments
- Performs related work as assigned by the Director of Digital Library & Learning Commons

## **REQUIRED EDUCATION/QUALIFICATIONS/EXPERIENCE:**

- Bachelor's degree with a combination of library or customer service experience
- Demonstrate excellent organizational and communication skills
- Strong interpersonal skills with students of diverse backgrounds
- Knowledge of library policies and procedures
- Knowledge of the methods of classifying, cataloging, and shelf-listing books.
- Strong technical skills and knowledge of computer applications to perform assignments effectively
- Ability to select and compile data for correspondence and reports.
- Ability to interpret instructions and guidelines to resolve work problems
- Detail-oriented

## **PHYSICAL REQUIREMENT**

Prolonged periods sitting at a desk and working on a computer. Must be able to lift at least 20 pounds at times. Must be able to climb ladders or stepstools, push and pull book carts, and lift and carry books. Must be able to read and discern computer screens and book labels.

## **Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

## **Application Instructions:**

**Applications should include a cover letter and resume and must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Library Specialist." The process will continue until the position is filled.

***Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations and policies.***