

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Librarian – Acquisitions & Collection Development, Reference & Instruction, and Programming	FLSA status:	Exempt
DEPARTMENT:	Library	REPORTS TO:	Director of Library Services

Position summary: Under indirect supervision, this position oversees collection development, acquisitions, cataloging, and exhibit programming. In addition, this position provides reference and instruction services where and when it is needed regardless of location. This position reports directly to the Director of Library Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College’s library services. Serves as library liaison to faculty as needed.

Position responsibilities:

- Supervises library staff and student workers in the absence of the Director of Library Services.
- Acts in administrative capacity in the absence of the Director of Library Services.
- Provides reference and instruction assistance for all students both on and off campus.
- Collaborates with the Director of Library Services, library staff, and faculty members for collection development and budgeting purposes.
- Responsible for the ongoing assessment of the collections and their use to include weeding of materials when necessary.
- Responsible for assisting with the review of the library’s policies and procedures to include writing and updating as needed.
- Works with potential donors of library resources.
- Selects, schedules, generates, and publicizes gallery exhibits.
- Writes and applies for grants for gallery exhibits.
- Assists with scheduling and publicizing speakers for library lecture series.
- Participates in campus committees, special projects, and professional activities to include attending professional development and library-related meetings.
- Prepare accurate and complete reports; provides statistical reports on a monthly basis, responds to requests for reports as needed.
- Other duties as assigned.

Minimum Position Requirements:

- Master of Library Science degree from an ALA-accredited institution with at least 3 years’ experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Strong computer skills a must.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.