

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Librarian – Reference/Reserve/Distance Learning/Instructional	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Library	<b>REPORTS TO:</b>	Director of Library Services
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**Position summary:** Under indirect supervision, this position oversees circulation, reserves, distance learning, and instructional library materials. 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.

**Position responsibilities:**

- Supervise the Day Circulation Manager and work study students.
- Acts as TexShare Liaison to the Texas State Library and Archives Commission.
- Teaches day orientation class.
- Maintains on-line orientation tutorial.
- Prepares bibliographies and distance learning materials.
- Oversees day circulation.
- Travels to off-campus sites periodically.
- Prepares and maintains reserves.
- Assists with database back-ups when necessary.
- Assists with electronic database training.
- Mails Library newsletters to distance learning students and faculty.
- Serves on the Distance Learning campus committee.
- Assists with clerical, circulation, reference and computer tasks.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Master of Library Science degree or equivalent with at least 3 years experience directly related to the duties and responsibilities specified. Library Certificate required and teaching experience and certification a plus.

**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 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.