

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Librarian – Acquisitions, Cataloging, Programming, Evening Services	FLSA status:	Exempt
DEPARTMENT:	Library	REPORTS TO:	Director of Library Services

Position summary: Under indirect supervision, this position oversees collection development, acquisitions, cataloging, exhibit programming, and evening services. 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 the evening circulation clerk and other staff that may be present during evening and weekend hours.
- Acts in administrative capacity in the absence of the Director of Library Services.
- Supervises opening and closing responsibilities during evening and weekend hours during the academic year.
- Oversees the computer lab and classroom during weekend and evening hours.
- Provides reference and instruction assistance as needed during weekend and evening hours.
- 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.
- Works with potential donors of library resources.
- Responsible for original, complex and copy cataloging of materials in all formats including electronic resources.
- Reviews and implements new acquisitions and cataloging workflows as technologies change.
- Provides departmental supervision and training to staff and student assistants in cataloging and support tasks.
- Reviews cataloging policies and procedures and implements improvement.
- 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.