

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: LIBRARIAN

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide professional leadership and participation in effectively identifying and accessing desired information in print, media, and electronic formats regardless of location and empowering students to become lifelong learners through library instruction. Responsibility includes a flexible schedule, with varied evening and weekend duties.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's in Library Science or equivalent required.
2. Years of experience in the field: Minimum of one year of experience preferred. Experience using current information technologies is strongly desired, including familiarity with online databases, integrated automation systems, instructional technology, and Internet resources.
3. Special skills or abilities related to the position: Positive human relations skills. Ability to establish and maintain effective working relationships with students and faculty. Proficiency in written and oral communication skills. Ability to work independently and with others in a changing environment. Commitment to the community college learning resources program concept. Evidence of initiative, resourcefulness, and adaptability. Strong knowledge of information technology.

ESSENTIAL JOB FUNCTIONS:

1. Provide both traditional and electronic reference services.
2. Provide group library and information literacy instruction to CF classes.

ESSENTIAL JOB FUNCTIONS (continued):

3. Educate students during the reference interaction about the steps of the research process and about efficiently locating and evaluating sources.
4. Participate in collection development and maintenance
5. Work cooperatively with fellow librarians as a member of the reference and instruction team on outreach and academic liaising efforts, and by contributing to the library's online presence and instructional materials, both print and digital. May be asked to coordinate team efforts in a specific area.
6. Assume various other assigned responsibilities.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works inside a library environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

OCALA CAMPUS, BLDG. 3 (LEARNING RESOURCES CENTER)
CITRUS CAMPUS, BLDG. C2 (LEARNING RESOURCES CENTER)

SUPERVISOR OF POSITION:

LIBRARY DIRECTOR