

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: LIBRARIAN

PAY GRADE: P-10

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 duty.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: Masters in Library Science or equivalent required.
2. Years of experience in field: Minimum one year experience preferred. Experience using current information technologies strongly desired, including familiarity with online databases, integrated automation systems, instructional technology and Internet resources.
3. Special skills or abilities related to position: Positive human relations skills. Ability to establish and maintain effective working relationships with students and faculty. Proficiency in written and oral communications 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. Effectively identify and access the information desired by students, whether in print, media, or electronic formats, regardless of location.
4. Educate students during the reference interaction about the steps of the research process and about efficiently locating and evaluating sources.
5. Participate in collection development and maintenance
6. Work cooperatively with fellow librarians as a member of the reference team, including contributing to the library web site and developing instructional materials.
7. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- 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 in a library environment

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

PRIMARY LOCATION OF JOB: Building 3 (Learning Resources Center)
Citrus Campus (Learning Resources Center)

SUPERVISOR OF POSITION: Library Director