



Position Description

TITLE: Instructional/Reference Librarian

GRADE: 7 T/P

HIRING RANGE: \$46,401 - \$51,155

SALARY RANGE: \$46,401 - \$69,601

Job Summary: *(Brief description of the overall purpose of the position.)*

Under the supervision of the Library Director and/or the Virtual Library Director and the VP/CEO of the assigned campus(es), the Instructional/Reference Librarian coordinates online and face-to-face Library instruction and reference services. The Instructional/Reference Librarian is responsible for providing library services at the assigned campus(es) and support for the College's Online Learning Program.

Essential Duties/Job Scope: *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position provides face-to-face and online library and research training and reference services to CMC students, faculty, and staff; promotes Library resources and services and develops library outreach programs; circulates Interlibrary Loan materials.

Supervision Received:

This position receives direction from a higher or senior level administrator.

Supervision Exercised:

This position may supervise technical and/or clerical employees.

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Representative Duties/Responsibilities:

This position coordinates Library instruction and reference services; provides face-to-face and online instruction sessions on using Library collection and services; provides face-to-face and online reference services; promotes Library resources and services; facilitates interlibrary loan service; handles circulation of interlibrary loan materials; obtains borrower information and delivers library cards to students, faculty and staff; collects usage statistics for interlibrary loan, reference, and instructional services; may act as a liaison between students, faculty and staff requiring research and the Virtual and/or Library Director in the procurement of the necessary materials; assists in the development of long range plans for the Library; performs such other duties as may be assigned by the supervisor. This position will also provide assistance and support to the assigned campus(es) for special events, campus green initiatives, participation on search committees and other responsibilities as may be required.

Knowledge and Abilities:

Knowledge of: information literacy principles; teaching methodologies; library reference and interlibrary loan practices.

Ability to: strong online information retrieval skills; strong written, verbal, organizational and interpersonal skills; strong computer skills, organize and prioritize work; meet deadlines.

Training and Experience:

Master's Degree in Library Science from an ALA accredited institution; experience providing instruction and reference services; familiarity with electronic information sources.

Special Conditions of Employment:

Some evening and weekend work will be required. At some locations the work hours may be adjusted to accommodate a 10:00 a.m. – 7:00 p.m. or 11:00 a.m. to 8:00 p.m. schedules as determined by the assigned campus(es). Position may require occasional travel. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

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Working Conditions:

This position requires constant sitting, frequent standing, walking, and driving; frequent handling objects, occasional pushing/pulling and reaching with hands/arms, and constant use of finger movements; frequent lifting, carrying, pushing/pulling up to 10 lbs. and occasionally up to 50 lbs.; ordinary talking, hearing, and vision capabilities; constant reading/comprehending, writing, performing calculations, communicating orally, and reasoning/analyzing. Work is performed using a computer and standard office equipment daily.

Revised: 7/22/2011 by Jan Aspelund, Vice President of Human Resources

<p>NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.</p>
