JEFFERSON DAVIS COMMUNITY COLLEGE
TECHNICAL SERVICES LIBRARIAN
JOB DESCRIPTION

A. Position Summary

The Technical Services Librarian performs copy and original cataloging of books and non-print materials; oversees the gathering, tabulation, and reporting of all statistical data related to library operations; maintains and processes the college archives; assists in providing reference service; and assists with various other library operations.

B. Organizational Reporting

The Technical Services Librarian reports directly to the Director of Library Services.

C. Essential Functions / Major Responsibilities

At a minimum the essential functions of the Technical Services Librarian are:

1. prepare all library books and audiovisuals for addition to the library collection including the following tasks: accession, catalog, barcode, label, stamp for ownership, and affix security targets;

2. enter and edit bibliographic records in MARC format for inclusion in the automated library system database;

3. maintain and report all library statistics including circulation, acquisitions, and inventory;

4. maintain media log by scheduling and supervising AV equipment delivery to and pickup from faculty members;

5. assist in the compiling of annual reports, library guides, bibliographies, and informational brochures;

6. assist students, faculty, and patrons in the circulation of library materials;

7. assist students, faculty, and patrons with reference inquiries, directional questions, and point-of-use instruction for databases or the Internet;

8. assist patrons in use of library equipment such as photocopiers, the fax machine, and audiovisual equipment;
D. Other Responsibilities

1. assist with providing service during evening hours, as needed, and with the operation of the Atmore campus library;

2. attend college committee meetings in the absence of the Director of Library Services and serve on college-wide committees as part of professional development;

3. assume other duties as assigned by the Director of Library Services and/or Dean of Instruction.

E. Performance Evaluation

The Technical Services Librarian will be evaluated annually by the Director of Library Services in accordance with *Instructional Policies and Procedures Manual*.

F. Qualifications

The Technical Services Librarian must have an MLIS Degree from an ALA-accredited program; MARC cataloging experience; experience with automated library systems. Preferred qualifications include previous academic library experience; reference or other public service experience; and materials processing experience.

G. Essential Characteristics

- Excellent oral and written communication skills
- Experience with Microsoft Windows95
- Working knowledge of the Internet
- Ability to operate educational media or audiovisual equipment
- Visual ability
- Manual dexterity
- Ability to work well with others
- Ability to bend, kneel, reach and lift
- Ability to lift objects weighing fifty pounds
- Willingness to work flexible hours including evening duty when assigned
- Ability to maintain confidentiality of student, faculty, and patron records