INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Reference Librarian/Instructor

LOCATION: Brackett Library on the Mueller Campus – Vero Beach

CLASSIFICATION: Full-Time Faculty                                                FUNDING: 1

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Master’s degree in Library Science from an accredited institution;
- Excellent communication skills – both verbal and written;
- Ability to interact successfully with both internal and external colleagues/patrons in a joint-use environment;
- Proven experience with traditional library resources, online library resources, the Internet, and Microsoft Office and Windows applications;
- Ability to assist students in developing information literacy skills;
- Commitment to function within a team environment;
- Enthusiasm for providing library services to the college community;
- Ability to work with and teach to diverse populations is essential;
- Ability to apply traditional and innovative technologies is essential;
- Ability to develop and/or implement strategies to support students’ retention, persistence and program completion is essential;
- All instructors must meet the appropriate credentialing requirements for the Southern Association for Colleges and Schools (SACS).

Preference shall be given to the following:
- Library experience in a post-secondary institution.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Engendering a spirit of collegiality and teamwork;
- Providing a full range of access, information, and instruction services as a Reference Librarian in a joint-use library;
- Performing a variety of responsibilities in support of the missions of the cooperative libraries;
- Serving the community;
- Serving effectively on college committees.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Acting as the IRSC reference librarian for the daily operation of the Brackett Library at the Mueller Campus;
2. Maintaining the collegial nature of the joint use library through regular communication with the Indian River County staff to discuss library issues;
3. Communicating daily with the Dean of Learning Resources;
SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

4. Working at the shared reference/circulation desk a minimum of 20 hours per week;
5. Answering reference and other library related questions;
6. Performing collection management functions for IRSC (selection, weeding, shelving, stacks maintenance, reserve, etc.);
7. Providing statistics to the Dean of Learning Resources;
8. Providing outreach at College locations within Indian River County;
9. Developing curriculum and library guides;
10. Teaching library instruction classes and library credit classes;
11. Managing inter and intra library loans;
12. Scheduling the Link Lab;
13. Acting as the building manager to coordinate library emergency procedures with the county library personnel;
14. Attending periodic library, committee, and professional development meetings;
15. Overseeing student employees and IRSC library volunteers;
16. Faculty members must serve on at least one College committee;
17. Participate in department, division, general faculty meetings, applicable college committee activities, and involve themselves in other forms of college service;
18. Performing other duties and responsibilities as assigned;
19. Working at least one night per week and rotating weekends, as scheduled.

PHYSICAL REQUIREMENTS:

This position requires an ability to sit and stand for extended periods of time, to present verbal lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This position description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

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Applicant/Employee Printed Name

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Applicant/Employee Signature

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Date