State College of Florida, Manatee-Sarasota
Job Description

Job Title: Librarian, P/T
Reports to: Public Services Librarian
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
This individual provides library instruction and reference assistance for students and other library users.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Supervises the operation of the library during evening and weekend hours.
2. Provides reference service to students, faculty and staff by using paper, electronic, and microform sources.
3. Provides information literacy instruction to students in groups or one-on-one.
4. Maintain a quiet atmosphere in the library conducive to study.
5. Develops tools for providing information literacy instruction to students.
7. Works with other members of the library to meet the goals and mission of the library.
8. Keeps current on changing professional practices.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• **Education/Experience:**
  Master’s degree in Library Science or equivalent, with at least two years’ reference experience working in a library.

• **Supervisory Experience:**
  This position does not supervise other employees.

• **Language Ability:**
  Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the College.

• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

• **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing, spreadsheet, internet, and database software. Within three months of hire must be able to use College e-mail, library management system software and other College required software.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position has no responsible for supervision.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with campus faculty, staff and students on a daily basis.

• **External Contacts:**
  This position has occasional contact with vendors and equipment repair personnel.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.
**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 the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Knowledge of the College’s mission, purpose, and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Executive Director, Human Resources</td>
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