POSITION DESCRIPTION

POSITION: Librarian
POSITION NUMBER: 0313
PAY GRADE: E4
FLSA STATUS: Exempt
DEPARTMENT: Instructional Services
REPORTS TO: Dean of Graduate Studies (per NTU Org Chart, eff. 1/22/19)

JOB PURPOSE:
Plans, directs, monitors and evaluates the daily operation of all library functions and staff. Provides direction and operational management of the library, to include planning and organizing workflow, initiating and implementing operating policies and procedures, personnel, overseeing of library public information activities, evaluation of services, and record maintenance.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:
- Builds library collections by selecting, recommending, ordering, receiving and shelving reference and circulation resources. Assures that collection includes adequate resources appropriate to the instructional programs of NTU.
- Organizes collection by classifying, cataloguing, marking, and displaying resources; developing location guides; maintaining research and locator systems; re-shelving and refurbishing resources as needed.
- Assists library patrons by clearly describing the library’s resources, methods and systems; training patrons in library research methods; and guiding them in using these to meet their learning needs.
- Locates and secures outside resources by clarifying requests, identifying and researching sources, securing inter-library loans, and training patrons in the use of these facilities and systems.
- Issues and tracks resources using a documented check out and accountability system.
- Responsible for development of and adherence to Collection Development policy and guidelines.
- Monitors and ensures library computer systems operability.
- Develops and implements systems to maintain records on employees, inventories, compliance activities, Library Division performance measures, required and benchmarked statistics, including collection usage statistics.
- Provides library instruction to students, faculty and staff.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**
- Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
- Supervises personnel which include hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Oversees the daily operations of the library.
- Preparing and maintaining compliance, work schedules, time keeping, and approval.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**
- Master’s Degree in library science or library and information science.
- New Mexico State Library Certification I.
- Five year’s work experience in a public, private, school, special, or research library.
- Two year in a supervisory capacity.
- **Doctoral degree in Library Science preferred.**
- Higher education experience preferred.
- Valid and clean state driver’s license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

*The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.*

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of all facets of library operations.
- Knowledge of library electronic services.
- Knowledge of library principles, practices, and terminology.
- Knowledge of library information systems.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in bibliographic, technological, and cataloging techniques as used in a library setting.
- Ability to work independently and meet strict time lines.
- Ability to prepare reports; to edit, organize and present clearly and concisely, oral and written reports of findings and recommendations.
- Ability to exercise independent judgment.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to communicate effectively in the Navajo and English language.

**PHYSICAL DEMANDS:**
- While performing the duties of this job, the employee frequently sit, stand, walk, bend, stoop, and squat.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Ability to use arms to reach and lift above shoulders.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally push, lift and carry up to 25 pounds.

**WORK ENVIRONMENT**
- Work is typically performed in a library environment with minimal noise levels.
- Frequent interaction with students and the public.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.