



Job Title: Reference and Instruction Librarian

CLASSIFICATION DESCRIPTION

Department: Learning Resources

Pay Grade: 109

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position performs professional librarian functions within a higher education setting. Responsibilities may include: providing research and reference services for patrons; overseeing various library operations and staff including circulation, material inventory, cataloging, and acquisition; and recommending and implementing policies and procedures. This position may also oversee work of assigned library staff and student workers and develop/facilitate literacy instruction and programming.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Performs and oversees a wide range of library activities, which includes: assisting and training patrons, student workers, faculty, and staff in finding print and electronic resources; ascertaining and responding to patron's needs; searching materials for patrons; communicating library policies and procedures; and/or performing related activities.
- Develops and maintains, monitors, and evaluates collections in assigned area of responsibility; recommends additions and removal of collection items; processes purchased and donated materials; orders supplies and catalogs materials; and performs related activities.
- Develops and facilitates instructional classes on utilizing the library, which includes: analyzing instructional needs; preparing materials and curriculum; developing supplemental materials; and, performing other related activities.
- Coordinates library operations which include implementing and recommending library policies and procedures.
- Promotes the library's services; prepares postings in learning management system; assists with creating, planning, implementing, and marketing reference and instructional materials, services, and programs; and engages in outreach activities.

- May prioritize and assign work to assigned staff; monitor the performance of those staff; train staff on work methods and procedures; handle employee issues; and participate on staff evaluations.
- May create and maintain digital media content and learning tools to be embedded in the LMS (learning management system), LibGuides, the library website, and library communications, which includes: captioned video tutorials (Camtasia, Ensemble), presentation slides (PowerPoint, Canva), self-assessment quizzes (Kahoot, PollEverywhere), and handouts.
- May provide support online (Ask-A-Librarian, Zoom).
- May plan and coordinate programs from conception to the finished product.
- May collect/analyze data and develop assessments to support College-wide goals of retention and student success.
- May create, facilitate and assess instructional classes, online-course-integration and workshops to support and information literacy program.
- May collaborate with faculty on course revitalization/redesign projects.
- May serve on various College and/or community related committees.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in Library or information Science; two (2) years of professional work experience as a librarian including demonstrated success in providing library instruction, reference and access services in higher education; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles;
- Customer service principles;
- Library operations, principles, and practices;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Automated library system software applications;
- Advisory and reference resources;
- Collection development principles;
- Cataloguing systems;
- Research methods; and
- Computers and related software applications.

Skills in:

- Providing customer service;
- Operating automated library systems;
- Processing incoming library materials;
- Cataloguing library items;
- Evaluating and developing library collections;
- Conducting research;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and

- Monitor and evaluate employees.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

May require Florida Driver's License if travel is required.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends. Work may require some light travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to dust, poor ventilation, inadequate lighting, and workspace restrictions.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.