Position Title: Assistant to the Librarian for Access Services

Department: Library

Reports To: Assistant Librarian for Access Services

FLSA Designation: Non-Exempt

Bargaining Unit Position: Yes

Date Written/Revised: August 2014

POSITION SUMMARY

Under the direction of the Assistant Librarian for Access Services, aids in managing the access services areas, bears full responsibility for circulation of materials internally and externally, supervises maintains supervises student assistants, provides reference assistance, works with faculty in meeting library needs for course, aids in the Literacy Across the Curriculum program, prepares reports, recommends materials for purchase and discard, prepares promotional displays, aids in outreach activities, maintains shelves, assists patrons in use of printed materials at Fisk and in cooperative library programs, guides patrons in use of library technology, manages the department in absence of the supervisor, and performs other services as required.

ESSENTIAL FUNCTIONS

- Assists in managing the area by setting schedules for activities to be completed, providing assistance to users, monitoring flow of work, and making recommendation for improvement.
- Charges and discharges materials for internal and external use and monitors their return
- Supervises all student assistants, monitors their work, and generates student reports
- Manages receipt, maintenance, and use of federal documents
- Answers informational, reference, and research questions
- Maintains shelves in all public areas

SECONDARY FUNCTIONS

Other duties as assigned by Assistant Librarian or Dean of the Library.

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Excellent computer skills, ability to conduct database searches, and ability to aid patrons’ use of library technology
• Through understanding of access service operations
• Thorough understanding of Library of Congress and Dewey Classification Systems
• Good knowledge of sources of information

QUALIFICATIONS

Education: High school diploma required; Bachelor’s degree preferred.

Experience: At least 5 years’ meaningful experience in education, preferably in libraries. Demonstrated competence in use of library technology.

Licenses or Certificates: None required.

Additional Requirements: A background check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.