



**POSITION:** Librarian

**PROJECTED  
STARTING DATE:** May 16, 2010

**DEPARTMENT:** Library Learning Resource Center

**General Statement of Duties:** Under the supervision of the Director of Libraries and Media Services, major responsibilities for this position include reference service, acquisitions, classification and cataloguing of library resources, information literacy instruction, compiling of reference and instruction statistics and developing electronic resource services that support the community college curriculum.

#### **QUALIFICATIONS**

- Masters Degree in Library or Information Science from an American Library Association accredited library school.
- Three years serving as a librarian in either a secondary, post-secondary or public library environment.
- Excellent technology skills including experience with presentation, website development, OPAC systems and online databases.
- Excellent interpersonal, oral, and written communication skills.
- Ability to work successfully with diverse groups of students, faculty, staff and community members providing stellar library service.

#### ***Preferred:***

- Knowledge of current and emerging trends and technologies for the 21<sup>st</sup> Century library.
- Experience with library automation systems, marc formats, LC subject headings and the OCLC cataloguing system.

#### **ESSENTIAL JOB FUNCTIONS**

- Maintains online library collections and provide training on electronic resources and equipment.
- Classifies and catalogues library resources.
- Assists with creating and implementing an information literacy program.
- Provides reference service including print and online computer searching and circulation functions.
- Assists in collection development including acquisitions and de-selection of print, audio-visual software, equipment and electronic resources.
- Plans and provides library tours, orientations and library outreach programs.

- Teaches information literacy skills instruction sessions in the electronic library.
- Works with faculty and departments to develop specialized instruction and collection usage for classes.
- Analyzes and records reference and instructional statistics.
- Maintains the library's web-page.
- Participates in campus-wide and district committees.
- Requires dual campus assignments, weekend and night work.

### **PHYSICAL REQUIREMENTS**

- Ability to use a cart to transport books and equipment in the main library and branches.
- Ability to bend, reach, and shelf library resources.
- Vision and hearing necessary to assure satisfactory customer service to library users.

### **SALARY/FRINGE BENEFITS**

- Educational attainment level and applicable experience according to the Alabama College Salary Schedule "D" nine/three month contract will determine salary.

### **PHYSICAL DEMANDS – STRENGTH RATING:**

Light Work – Exerting 10 to 20 pounds of force frequently, and/or 0 to 10 pounds of force constantly to move objects. Physical Demand requirements are for Light Work.

### **APPLICATION PROCEDURE:**

An application file consists of the following: a) a letter of application, b) three current reference letters (with original signatures) that are less than one year old with one or more letters addressing the applicant's teaching ability, proficiency in required skills, and commitment to excellence, c) a completed Lawson State Community College *Application for Employment*, and d) a copy of transcripts from all colleges attended. Please note that if employment is offered, the candidate must provide official college transcripts prior to the official employment date and agree to a criminal background check.

### **CLOSING DATE:**

Application packages must be received in the Human Resources Office by 4:30 p.m. on **March 12, 2010** if hand delivered or must be postmarked no later than **March 12, 2010**, if being submitted via U S Mail. Packages delivered or postmarked after the deadline will not be considered. All application packages and related materials should be sent to:

Mrs. Vergie Spears, Director  
 Human Resources Office  
 Lawson State Community College  
 3060 Wilson Road, S. W.  
 Birmingham, AL 35221  
 (205) 925-2515

A printable copy of the *Application for Employment* is available at [www.lawsonstate.edu](http://www.lawsonstate.edu).

### **OTHER INFORMATION**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

The College reserves the right not to fill the position in the event of budgetary or operational constraints.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.