

Position Description:

Assistant Librarian

(Revised December 2009)

Position Description

The Assistant Librarian coordinates and supervises the day to day operations of the library in circulation, reserves, interlibrary loan service, document delivery, stacks maintenance, reference and library instruction, cataloging and technical services, and other functions as assigned. The position will report to the Library Director and is in charge of the library in the absence of the Director. This position is in a tribal college in a rural, reservation setting which serves primarily a Native American population. Little Big Horn College opened a new 9,500 square foot facility in June 2008. This position is funded under a grant from the U.S. Department of Education. It is hoped that this will become a permanent position after the conclusion of the grant.

Typical Duties and Responsibilities

The first priority of all members of the Library team is to serve LBHC students, faculty, staff and community users. Therefore, staff members will not be limited by this job description in an effort to assist our constituency, but will perform whatever tasks are assigned by the supervisor(s). Staff members will be readily available, visible, and accessible to students, faculty, staff, and community members. Every effort will be made to answer customer inquiries. If busy with another library user, the team member will insure that the customer is assisted by another member of the library staff.

Advise and assist the Library Director on library and technology issues, including access, organization, personnel, resource development, library services, instructional media, programming, computing, priorities, and policies and procedures.

A. Administration and Supervision

1. Trains, supervises, and evaluates staff and student employees in the library.
2. Develops and implements policies and procedures for all applicable operations.
3. Prepares, develops, and keeps appropriate statistical reports and other documentation.
4. Maintains departmental equipment and supplies.
5. Coordinates interdepartmental activities between the library and IT departments.
6. Supervises library aides and Technical Library Assistant. This includes assisting in developing job descriptions; arranging training and orientation sessions for new employees; and conducting evaluations. Coordinate and oversee all aspects of student and temporary employee programs, including developing policies and procedures.
7. Review, develop, and oversee the development and implementation of internal library policies and procedures.
8. Coordinate and oversee staff development.
9. Performs other duties as assigned.

B. Circulation and Reserves

1. Supervises and ensures smooth operation of the Circulation Desk.
2. Establishes Circulation Desk staff hours and ensures sufficient staffing.
3. Manages the circulation module and other aspects of the online library SIRSI system.
4. Develops and implements electronic reserves.
5. Conducts and coordinates stack maintenance and preservation.
6. Plans and supervises shifting projects.
7. Performs other duties as assigned.

C. Interlibrary Loan and Document Delivery Service

1. Supervises interlibrary loan service.
2. Oversees and develops document delivery and other new services as needed.
3. Compiles and maintains statistical reports and other documentation.
4. Performs other duties as assigned.

D. Reference and Instruction

1. Supervises and provides reference/information services to students, faculty, staff, and community.
2. Provides information literacy/library instruction services to classes, other groups, and individuals.
3. Contributes content to the library web site and other publications.
4. Participates in new faculty orientation and programs to support faculty research.
5. Performs other duties as assigned.

E. Cataloging and Technical Services

1. Responsible for seeing that technical processing and cataloging is scheduled and completed in a timely and efficient manner including copy cataloging, materials processing and shelving.
2. Responsible for ensuring quality and appropriate quantity in the cataloging and processing of library materials.
3. Updates links on library webpage as appropriate.
4. Performs other duties as assigned.

F. Equipment Maintenance and Training

1. Monitors the copying/printing machines and other library equipment, and coordinates with the IT department and outside vendors for repairs/service as needed.
2. Provides training or assistance to users and employees with regard to the equipment.
3. Coordinate and see that the laptop program is effectively implemented
4. Performs other duties as assigned.

G. Other Duties

1. Participates in library resource development, including the selection process for collection development.
2. Serves on committees (or teams) as appointed. Compile data and prepare written reports, as needed.
3. Participates in circulation as needed.
4. Oversees and coordinates all library user services.
5. Works with the Library Director to develop and implement special projects as needed.
6. Engages in training and professional development appropriate to library goals and objectives.
7. Participates in and represents library at professional meetings and in cooperative groups of which the library is a part.
8. Assists in carrying out library activities for the promotion of services and outreach.
9. Works flexible hours which may include evenings and weekends as assigned by Library Director.
10. Performs other duties as assigned.

Supervision Given / Received

1. The Assistant Librarian reports to the Library Director.
2. The Assistant Librarian supervises Technical Library Assistant, library aides, student employees and outside-funded employees.

Minimum Qualifications

1. Bachelor's degree required, preferably in History, Anthropology, or Native American Studies.
2. Demonstrated history of punctuality and fulfillment of work schedule and responsibilities.
3. Strong service orientation, ability to work well with others and independently, and excellent interpersonal and collaborative skills.
4. Proven skills in assisting students and faculty in online research.
5. Ability to supervise employees.
6. Ability to work effectively in intercultural environments and with issues of cultural sensitivity.
7. Organizational skills.
8. Demonstrated ability to work systematically and accurately.
9. Ability to manage and prioritize projects and deadlines.
10. Detail oriented.
11. Ability to train/teach.
12. Public speaking skills.
13. History of self directed work and an ability to set and achieve clear goals. Ability to carry out tasks with minimal supervision and follow-through in a timely manner.
14. Flexibility and ability to adjust to change.
15. Ability to perform physical work including lifting and carrying boxes weighing up to 50 pounds and using a stool or ladder (if need be) to reach to a height of seven feet.
16. Problem solving, accuracy, common sense, and a sense of humor.

Preferred Qualifications

1. M.L./I.S. degree from an ALA accredited institution by end of Spring 2010 academic term.
2. Two years of supervisory experience.
3. Two years prior employment in a library with increasing levels of responsibility.
4. Knowledge of or experience with Native American communities and students.
5. Effective team building skills.
6. Knowledge of and/or experience with library operations and work processes including reference, circulation, interlibrary loan, cataloging, and technical services.
7. Knowledge of automated, integrated library system components, particularly the SIRSI automated system.
8. Knowledge of web site updating and creation.
9. Ability to conduct dynamic and proficient training sessions, including one-on-one.

Salary and Fringe Benefits

\$27,040 - \$32,775 per annum plus 15% fringe benefits.

How to Apply

Electronic applications are preferred, but paper applications are acceptable.

This complete job description and application requirements can be found at <http://lib.lbhc.cc.mt.us>, then by clicking on the [Assistant Librarian Position](#) link.

The following are required for a complete application: letter of application to LBHC president Dr. David Yarlott, a current resume/vita, responses to the knowledge, skills, and abilities (KSA) questions, transcripts (photocopies of official transcripts will be accepted; however, if selected for this position, official transcripts will be required within 30 days), three letters of recommendation, Crow/Indian preference form (if you are claiming such) along with proof of verification, and the Consent to Release of Information form.

Send packet to davidyarlott@lbhc.cc.mt.us with a copy to tim@lbhc.cc.mt.us or by US mail to Dr. David Yarlott, President and a copy to Tim Bernardis, Library Director, Little Big Horn College, P.O. Box 370, Crow Agency, MT 59022. The KSA questions, the Crow/Indian preference and Consent to Release of Information forms can also be found under the [Assistant Librarian Position](#) link. For compensation questions or application assistance in general, call Tim Bernardis, LBHC Library Director at 406.638.3113 or e mail him at tim@lbhc.cc.mt.us.

Applications

Review of applications will begin January 11, 2011. The position is open until filled. Ideally, the successful applicant will begin work as soon as possible and may be required to begin work any time before the end of the spring 2010 term, but this is negotiable.

Contact Information

For questions regarding the position, contact Library Director Tim Bernardis at 406.638.3113 or tim@lbhc.cc.mt.us. For more information on Little Big Horn College, go to www.lbhc.cc.mt.us. For more information on the Library, go to <http://lbhc.cc.mt.us>.

KSA Questions.

_____ Little Big Horn College is committed to preserving and promoting the Crow tribal culture, which is reflected in the organizational/institutional environment, student activities, and academic curriculum. Further, library patrons are primarily Crow students and Crow community members. Please discuss your knowledge, experience, or reflections in working in such an environment.

_____ The applicant's strengths in supervisory management, and approach or philosophy to both personnel problem solving and team building.

_____ This position requires an individual who can work with minimal supervision, who is a self-starter, and who seeks innovative or creative ways that will further develop and enhance library services. Please discuss your strengths or abilities in these requirements.

INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

First Priority: Crow Tribal member.

Second Priority: Federally recognized tribal member legally married to a Crow Tribal member.

Third Priority: Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

First Priority: Must provide proof of enrollment.

Second Priority: Must provide proof of you and your spouse's enrollment.

Third Priority: Must provide proof of enrollment.

Please check one:

_____ Crow Tribal Member.

_____ Federally recognized tribal member legally married to a Crow Tribal Member.

_____ Any Other Outside Federally Recognized Tribal Member

Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

Date

Other Names Used

Social Security Number

Current Mailing Address

Home Telephone Number