

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Associate Librarian	Classification: Exempt	LOCATION: TBD Work Designation: OS
MANAGER/REPORTS TO: Director of Library Services	OVERTIME ELIGIBLE: YES ☒ NO	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

Northland Pioneer College seeks an innovative librarian committed to the mission, vision, and values of the College to serve as an Associate Librarian. The Associate Librarian, who reports directly to the Director of Library Services, assists the Director in operating the college libraries (i.e. managing services and resources). The Associate Librarian provides reference assistance, information literacy instruction, circulation services, and collection development/weeding.

Responsibilities of the Associate Librarian may also include participation in college committees designed to assist with strategic initiatives and planning for the institution.

The Associate Librarian will also provide staffing coverage on occasion at the College's other libraries throughout Navajo and Apache counties. The Associate Librarian has a responsibility to assist the Director of Library Services in reinventing the College's Library Services to serve a diverse 21st century audience. The Associate Librarian also supports distance and digital learning initiatives by integrating library resources into online and hybrid course environments, collaborating with the Instructional Support Team and faculty to ensure equitable access to digital materials, and promoting information literacy for remote learners.

ESSENTIAL FUNCTIONS:

Standard Expectations:

1. Coordinate, mentor, and develop library staff (full-time library technicians/specialists and student workers) in a highly diverse environment.
2. Provide an inclusive atmosphere that encourages team building, accountability, professional growth, trust, productivity, and innovation.
3. Engage in and support activities/programming that recognizes and celebrates the region's diversity.
4. Anticipate and support emerging trends in library services, information literacy, and access services.
5. Integrate library and technology services in a variety of modalities (live, hybrid and online).
6. Manage library operations, i.e.: book and journal collections, information technology, circulation, reference, library instruction, and library facilities.
7. Assist with budget, purchasing, and related acquisition tasks.

8. Assist with collection development and cataloging.
9. Collaborate with College faculty to determine library resources and service needs of the academic departments.
10. Host, organize, and assist with college library events and outreach.
11. Travel between multiple campuses and centers.
12. Perform related work as required.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E- Sign), Google Applications (Drive), Webex, Zoom, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Intermediate
Continual Improvement	Ability to seek opportunities for professional growth.	Intermediate
Action Oriented	Ability to make decisions and take action.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hear or listen in the normal range (corrected) and speak and give directions clearly.	Basic

MINIMUM QUALIFICATIONS:

1. MLS or MLIS degree from an ALA-accredited institution or Master's degree in related field
2. Two years of library services experience
3. Supervisory experience.

4. Experience with current electronic library resources, including eBooks, databases, and video streaming, for online or distance delivery.
5. Valid driver's license.

PREFERRED QUALIFICATIONS:

1. Five years of library services experience
2. Leadership experience
3. Community college library experience including collection development, cataloging, subject guides and other technological and library skills
4. Demonstrated experience with change management and a commitment to a diverse educational and work environment
5. Experience supporting distance education, online library services, OERs, or digital learning initiatives.
6. Familiarity with Learning Management Systems and integration of library resources into course shells.

BENEFITS:

Based on College Procedure employees may be eligible for up to:

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days Spring Break Leave
- 15-20 Days of Annual Leave (Depending on Service Length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long Term Disability Insurance