

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Library Specialist I,II,III	<b>Classification: Non-Exempt</b>	<b>LOCATION: TBD</b> <b>Work Designation: OS</b>
<b>MANAGER/REPORTS TO:</b> Director of Library Services	<b>OVERTIME ELIGIBLE: NO</b>	<b># OF DIRECT REPORTS:</b> <b>0</b>

### GENERAL STATEMENT OF RESPONSIBILITIES:

Northland Pioneer College seeks an individual committed to the mission, vision, and values of the College to serve as a Library Specialist. The Library Specialist, who reports directly to the Director of Library Services, provides public and technical services in the library to facilitate access to materials and information; maintains collections; assists library users; and provides information literacy instruction. The Library Specialist may be asked to serve on college committees committed to the institution's strategic initiatives.

The Library Specialist is tasked with providing support for the Campus Library. The Library Specialist will collaborate with the other campus and center librarians to support faculty in providing ease of access for students via informational literacy classes and public programming.

### ESSENTIAL FUNCTIONS:

#### Standard Expectations:

1. Provide day-to-day leadership and management for the assigned campus.
2. Recruit, mentor, and schedule library staff (i.e. work-study, temporary, and/or part-time employees).
3. Serve as the campus Reference and Circulation Librarian, assisting users with electronic and print materials, as well as instructing users in research methods.
4. Perform specialized tasks involved in acquisition, cataloging, referencing, and circulation of library materials (including interlibrary loan processing).
5. Collaborate with librarians and faculty for collection development and weeding.
6. Assist in developing and implementing procedures and services for all campuses.
7. Collaborate with librarians to collect and maintain library data.
8. Coordinate and possibly lead programs, activities, and outreach to increase and promote the college library services.
9. Provide information literacy and related instruction for classes and students, as requested, both on campus and virtual.
10. Work well in a culturally diverse environment with the ability to handle all situations with tact and diplomacy.
11. Assist users with technical issues (college learning management system, databases, copiers/printers, computers, laptops, etc.).
12. Repair books and other library materials to prolong use as needed.
13. Travel occasionally between multiple campuses and locations.
14. Performs other duties as assigned.

**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.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
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 a 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:****Level One:**

1. Associate Degree
2. One Year of Library or Related Experience
3. Demonstrated ability to use word processing, spreadsheet applications, email, calendar, database, and library applications
4. Demonstrated superior customer service, communication, and interpersonal skills
5. Demonstrated curiosity and helpfulness.

**Level Two:**

1. Associate Degree
2. Two Years of Library Experience
3. Demonstrated ability to use word processing, spreadsheet applications, email, calendar, database, and library applications
4. Demonstrated knowledge of library services
5. Demonstrated superior customer service, communication, and interpersonal skills

**Level Three:**

1. Associate Degree
2. Three Years of Library Experience
3. Demonstrated ability to use word processing, spreadsheet applications, email, calendar, database, and library applications
4. Demonstrated knowledge of library services
5. Demonstrated superior customer service, communication, and interpersonal skills
6. Demonstrated ability to lead information literacy sessions and outreach.
7. Demonstrated leadership of library tasks and teams.
8. Demonstrated cooperation and leadership in college committees and outreach groups.

**PREFERRED QUALIFICATIONS:**

1. Bachelor's Degree
2. Five Years of Library Experience
3. Community College Experience
4. Supervisory Experience
5. Experience with collection development, cataloging, Subject Guides, and other technological and library skills

**TERMS OF EMPLOYMENT:**

- One year probationary period.

**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