



JOB DESCRIPTION

TITLE

Librarian II

JOB SUMMARY

Performs experienced professional library work in specialized areas within specific sections of the University Libraries. Work involves basic knowledge of current electronic, computer, and other library technological systems, including hardware and software. Work is performed under moderate supervision with latitude for the use of initiative and independent judgment and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Libraries

Supervises: May supervise Librarians or other professional staff, Library Assistants and Student Assistants.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Contributes to the development of library policies and procedures.
- Evaluates library services and resources, analyzes data, and proposes improvements.
- Promotes information literacy through marketing, instruction and service.
- Delivers professional reference services to library users.
- Conducts comprehensive research and prepares detailed bibliographic reports.
- Assists in the evaluation, selection, and acquisition of library materials, equipment and other resources.
- Develops informational materials describing the library's resources and services.
- Contributes to the development and maintenance of the library web pages.
- Maintains bibliographic control of library records and materials.
- Participates in discussions, gathers information from professional colleagues and library associations, and shares new ideas with library coworkers.

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- Provides professional assistance and may act as an advisor to users of the library including faculty, undergraduate and graduate students, and other user groups.
- Trains new personnel within the assigned area.
- Reviews and prepares statistical data as required.
- Prepares reports as required.
- Conducts classes and workshops on library services or in the area of assignment.
- Evaluates library program activities.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in Library Science or equivalent from an ALA accredited institution. Second Master's degree desirable.

EXPERIENCE

Three years experience in assigned library service area or closely related field, involving progressively responsible professional experience with increased subject matter expertise.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to access and use library resources effectively.
- Ability to learn, use, and teach library related computer programs.
- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to perform detailed computer work.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by telephone, by e-mail, in person, and in writing.

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- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to work in a rapidly changing environment.
- Ability to supervise others.
- Working knowledge of office practices and methods.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ ***Date:*** _____

Printed Employee Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.