



DATE ISSUED: 09/11

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Librarian III

JOB SUMMARY

Performs complex professional and administrative work in the operation of a specialized section of the University Libraries. Responsibilities involve the supervision and management of all aspects of the library section assigned. Work involves advanced knowledge of current library electronic, computer, and other library technological systems, including hardware and software. Work is performed under minimal 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 Dean, Libraries

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

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

- Formulates, recommends, and implements policies and procedures for the efficient operation of the assigned section.
- Identifies future goals, prepares annual achievement statements, and oversees the basic functions of assigned section.
- Determines staffing recommendations for assigned section and trains new personnel.
- Insures that internal policies and procedures are consistent with state, university, and library wide standards and guidelines.
- Pursues funding and donations from various sources as part of a development team.
- Coordinates relationships among areas in section of responsibility and between these areas and other library sections.
- Assists in the evaluation and acquisition of library materials, equipment and other resources.

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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.
- Promotes information literacy through marketing, instruction and services.
- Assists in developing web pages.
- Develops survey instruments and tests evaluation of services for effectiveness.
- Participates in discussions and work of professional library associations.
- Prepares departmental budget requests and reports.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Five years experience in assigned library service section or closely related field, with progressively responsible work assignments and supervisory responsibilities.

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:

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- 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.
- Ability to prepare and present library instruction sessions.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to access and use library resources effectively.
- Ability to supervise others.
- Ability to work in a rapidly changing environment.
- Ability to perform detailed computer work.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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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:** _____

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, sex, sexual orientation, or 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.