Position Title: E-Resources Librarian

Location: Alice/Kingsville
Hours: 40 hour/week
Job Classification: Exempt
Security Sensitive: Yes
Division: Instruction and Economic Development
Department: Library Services
Reports to: Director – Library Services

II. Education Requirements


III. Qualifications:

Must have experience with applicable technologies.

IV. Essential Functions:

The E-Resources librarian serves as a liaison with the Alice and Kingsville sites’ faculty and staff; provides reference services and classroom instruction; and assists the Director of Library Services with ensuring that the library services department functions efficiently and effectively.

V. Job Responsibilities:

Provide in person, phone, text, web and email reference services to ensure equitable service for online and face to face students.

Provide classroom instruction when requested by instructors.

Create subject-specific instructional materials as requested by students and
Position Title:  E-Resources Librarian

instructors.

Manage circulation of library resources and document delivery at these campuses.

Train, supervise, and schedule paraprofessional staff at these campuses.

Maintain the library’s website, (including tutorials). Lib-Guides, databases and website troubleshooting.

Communicate with database vendors and ensure the library is adhering to vendor-specific contractual agreements.

Assist the Director of Library Services with grant writing, collection development, purchasing, copy and original cataloging, LC subject headings and OCLC record exporting and EOS importing.

OPAC maintenance.

Ensure that online and circulation statistics are for these campuses are sent to the Circulation Manager every month.

Serve on college committees as requested.

Perform library outreach within and outside the college.

Communicate regularly the Circulation Manager in Beeville.

VI. Other Responsibilities:

Will participate in Quality Enhancement Plan (QEP).
Position Title: E-Resources Librarian

VII. Travel Requirements:
Will require regularly scheduled travel between the Alice and Kingsville sites, with some travel to Beeville as needed.

VIII. Environment:
Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume. May require some outdoor work for CBC events.

I have been presented with the job description for the position of:

E-Resources Librarian

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: ________________________________ Date: ________________