Job Description

Title: Patron Services Librarian
Department: Library
Reports to: Director of Library
FLSA Status: Non-Exempt

Job summary
Promotes and supports student learning, encouraging use of library resources and appropriate technology. Serves as evening site supervisor, including supervision of evening student workers and provides Reference and Circulation leadership. This is a great opportunity to gain experience and expertise in a small academic library setting, working 20 hours per week. Recent graduates with an MLS/MLIS from an ALA accredited program are encouraged to apply. Review of applications begins immediately. Open until filled. Send cover letter, CV / resume, transcript and references to: hr@stgregorys.edu

Essential Job Functions
- Responsible for evening Reference and Circulation Services
- Serves as evening site supervisor, including supervision of evening student workers. Summer and interim hours vary
- Provides Library and Information Literacy instruction to individuals and groups in person and online.
- Participates in the planning, development, implementation and assessment of patron services. Works with other librarians to develop informational materials and resources for learning
- Collaborates in long-range planning process for the library, including recommending changes or improvements and developing new types of services and operations

Additional Duties
- Create and update written policies and procedures for areas of responsibility including Reference and Circulation services.
- Gather statistics and design reports using MS Access, the Voyager database, and Excel
- Responsible for monthly bulletin board and book displays
- Maintains professional working relationships with students, colleagues,
- Preserves a study atmosphere in the Library conducive to student learning
- Responsible for other reasonable, related duties as assigned

Preferred Qualifications:
- Possessing or acquiring MLS/MLIS from an American Library Association accredited program
- Commitment to excellent customer service
- Knowledge of Microsoft Windows and Office,
• Ability to work creatively as part of a team as well as independently
• Strong written, verbal, organizational and interpersonal skills
• Flexibility and professionalism in dealing with library patrons and colleagues
• Ability to meet challenges with resourceful solutions

Physical/Mental Demands Required
Primarily sedentary work requiring the ability to lift/carry a maximum of 25 pounds; physical requirements include frequent bending, standing, walking; continuous ability for speech communication and hearing in order to communicate with employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require continuous ability for both oral and written communication; frequent problem solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate personal computer and office equipment.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Last Revised: 06/05/15