**TALLADEGA COLLEGE**

**JOB DESCRIPTION FORM**

**Job Title: \_Special Collections Librarian \_\_\_ \_\_\_**

**Date: \_07-11-2018\_\_\_\_\_\_Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_Savery Library\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports to: \_\_\_\_\_College Librarian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Responsibilities:**

**Summary of the basic responsibilities or goals of the job, including its scope or limitations.**

* Promotes library services and assists in general circulation services.
* Provides virtual and in-person reference service to groups and individuals.
* Provide circulation and reserve desk services to on-campus and remote users.
* Search, input and update online records including bibliographic, patron, reserve and interlibrary loan records following a standard format.
* Help students locate library material and provide assistance for use of systems and equipment
* Collaborates with other library staff in planning expected learning outcomes and promoting resources.
* Engages in collection development.
* Prepare archival materials for cataloging, digitization, and create finding aids.
* Train and direct college student personnel with appropriate approval.
* Identifies and resolves problems in a timely manner.
* Gathers and analyzes information skillfully.
* Works well in group problem solving situations
* Uses reason even when dealing with emotional topics.
* Interacts cooperatively and constructively with all constituents.
* Exhibits the highest standards of dedication and commitment to quality service to meet or exceed student requirements; consistently conveys a positive attitude toward constituents.
* Demonstrates continual focus on student-centered learning and retention and learner needs.
* Position will require evening and weekend hours.
* Fulfil research requests.
* Other duties as assigned.

**Qualifications:**

**Educational requirements, certification or licensing standards, experience and basic knowledge requirements.**

Minimum Education and Experience Requirements

* MLIS from an ALA accredited institution
* 3+ years working in a library or archival institution.
* Excellent oral and written communication skills and the ability to communicate professionally with a diverse constituency.
* Strong computer and technology skills; proficient in using the Microsoft Office Suite

Preferred Requirements

* 5+ years archival experience

**TALLADEGA COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**