

# Faculty Job Descriptions Samples

## Job Description

Position: **Head of Reference**

### Basic Function and Responsibility

Provides leadership in developing and marketing innovative reference and instructional services, and managing and evaluating these programs.

### Characteristic Duties and Responsibilities

1. Assumes responsibility for the general supervision of the Reference Department.
2. Provides leadership and vision for continued growth of the library's information literacy and library instruction programs, including new initiatives for services.
3. Leads the department in the adoption and use of information technologies as applied to reference and instructional services, including digital reference initiatives.
4. Responsible for the quality and currency of the reference collection in all formats.
5. Coordinates the development and evaluation of the reference collection; maintains its quality and currency.
6. Coordinates the evaluation of user services with the Head of Access Services, the Head of ILS, the Head of Government Documents and the Director.
7. Participates in selection of electronic resources; coordinates all activities related to electronic resources with the Electronic Resources Librarian (including but not limited to trials, training, and problems with access).
8. Serves as an advocate of the library's teaching and service mission.
9. Develops working relationships and collaborative activities within the university community to identify and provide informational and instructional services.
10. Coordinates the preparation and implementing departmental goals and objectives.
11. Provides training and supervision to staff members.
12. Works closely with the Director, Head of Access Services, the Head of Interlibrary Services, and the Head of Government Documents to develop and plan public services for students, faculty and staff.

Other essential duties and responsibilities are identified in the job description for Reference Librarians.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

Reports to: Director of Library Services

## **Job Description**

**Position: REFERENCE LIBRARIAN**

### **Basic Function and Responsibility**

The Reference Librarian is responsible for providing profession reference/information services to patrons and participates in the library's instruction program.

#### Characteristics Duties and Responsibilities

Work with students, faculty, staff, and other library users in locating and interpreting library resources in all subject areas. This includes the use of the OPAC, electronic resources and traditional printed resources which will satisfy information needs.

Serve as bibliographer for collection development in designated subject disciplines and to recommend materials for purchase, serve as liaison with the faculty in designated departments, facilitate library orders from the faculty, promote the use of the library services and facilities among the faculty and generally communicate with the faculty concerning library policies and procedures.

Recommend reference materials for purchase.

Prepare materials to facilitate access to collections including bibliographic guides, handouts, web-based tutorials, and content/subject modules that teach research skills.

Provide formal and informal bibliographic instruction and/or research assistance, to groups and individuals as needed or as assigned.

Participates in Virtual Reference service.

Conducts tours of the library when asked or when the need is obvious.

Maintains a current working knowledge of reference tools in the social sciences, humanities, fine arts, education, sciences and business

Develops expertise in assigned subject areas and maintains current awareness of new reference initiatives

Inspects new library materials and informs appropriate faculty of those items that could be useful in their courses or research.

Assesses the latest technologies to see if they meet the needs of users and effectively integrates them into day to day practice.

Interprets library policies and procedures to the public.

Promotes the use of the library and the development of a stronger collection through contacts with faculty, staff and students.

Develops a variety of public relations and marketing activities that promote library services and resources, within a team environment,

Contributes to the development of and maintenance (selection, liaison, weeding and assessment) of the Library's collection in assigned subject areas

Participates in assessment of library services.

Keeps abreast of activities and changes in the profession by attending meetings; reading professional literature and developing research interest.

Works with other public service personnel to provide coordinated information services.

Assists with special projects as assigned by the Head of Reference or the Director of Library Services.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

REPORTS TO: Head of Reference

## NEWTON GRESHAM LIBRARY

### MONOGRAPHS CATALOG LIBRARIAN JOB DESCRIPTION

#### Basic Function and Responsibility

Responsible for cataloging and management of bibliographic control functions in the Newton Gresham Library.

#### Characteristic Duties and Responsibilities

Operating in a team environment within the Technical Services division helps to establish goals, objectives, and benchmarks.

Responsible for cataloging and management of bibliographic control functions of the library's SIRSI integrated library database.

Coordinates and evaluates cataloging activities; supervises 3.5 FTE staff.

Performs complex searching, original cataloging, database management, classification and subject analysis in keeping with national bibliographic standards and best practices.

Assist in the maintenance of the data bank of stored information.

Reclassify library materials and correct cataloging and classification errors.

Serve on search committees for employment of all cataloging staff positions.

Interpret and explain cataloging functions and policies to faculty, staff and students.

Maintain and report statistics relating to the acquisition, processing and withdrawal of library materials.

Participates in occasional weekend reference rotation.

Assumes collection development responsibilities for assigned subject areas.

Evaluate, plan and recommend improvements in procedures and processes utilizing modern library practices, with emphasis on cataloging.

Serves on library teams and other professional/scholarly activities in keeping with university faculty guidelines.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

Position Description  
**Electronic Resources Librarian**

Reports to: Head of Technical Services

Summary Description

In a team environment, the Electronic Resources Librarian manages the acquisition, access, maintenance, and evaluation activities associated with the Library's electronic resources (databases, e-books, e-journals). This position also provides scheduled reference service, and participates in collection development.

Characteristic duties and responsibilities

- Maintains the library's web pages for electronic resources. Schedules periodic review of web pages to identify changes to links, titles, coverage, package content, etc.
- Works with faculty and staff to identify electronic options for print resources, and promotes awareness of electronic resources.
- Arranges trials, gathers user feedback, and evaluates e-resources and vendor services.
- Negotiates and monitors license agreements.
- Educates library staff and users regarding contractual and other issues associated with the provision and use of e-resources. Arranges training on the use and features of electronic products.
- Works in close cooperation with the Acquisitions unit to coordinate the selection, ordering, and renewal of electronic resources.
- Serves as the technical contact for electronic resources. Works with vendors and publishers to register, activate, and customize access to e-resources, including setting up features in administrative modules and serials management systems
- Develops and maintains an e-resource management database to track subscription, financial, license and other information.
- Enhances access to e-resources through the library's OPAC. Works with cataloging and serials staff to provide appropriate bibliographic access for e-resources; oversees work on title changes, package content changes and obtains reports from the library system.

- Responds to, investigates, and resolves technical problems related to activating, accessing, and/or using e-resources. Works with library and university computer services staff to ensure access for remote users via the proxy server.
- Designs and uses statistical and management reports to track usage and evaluate services; provides reports to collection development librarians.
- Provides reference service as scheduled.
- Serves as subject bibliographer with collection development responsibilities.
- Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.
- Other duties as assigned.

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## Job Description

Position: REFERENCE LIBRARIAN/MUSIC COORDINATOR

### Basic Function and Responsibility

The Reference Librarian/Music Coordinator is responsible for providing professional reference/information services to library patrons, and supervises the music listening room.

### Characteristic Duties and Responsibilities

Work with students, faculty, staff, and other library users in locating and interpreting library resources in all subject areas.

Assist patrons in the use of the OPAC, indexes and abstracts (electronic and print), reference books, periodicals, and books to satisfy their information needs.

Serve as bibliographer for collection development in Music and other designated subject disciplines: to recommend books, scores, and sound recordings for purchase, serve as liaison with the faculty in designated departments, facilitate library orders from the faculty, promote the use of the library services and facilities among the faculty and generally communicate with the faculty concerning library policies and procedures.

Recommend reference materials for purchase.

Prepare bibliographic and other guides to the collection as needed.

Provide formal and informal bibliographic instruction and/or research assistance, to groups and individuals as needed or as assigned by the Bibliographic Instruction Coordinator.

Conduct tours of the library when asked or the need is obvious.

Inspect new library materials and inform appropriate faculty of those items which could be useful in their work.

Interpret library policies and procedures to the public.

Promote the use of the library and the development of a stronger collection through contacts with faculty, staff, and students.

Supervise and train student assistants in Music Listening Room.

Plan, develop, and maintain services in the Music Listening Room.  
Collaborate with catalogers regarding description and classification of music materials.



Keep abreast of activities and changes in the profession by attending meetings and reading professional literature.

Work with other public services personnel to provide coordinated information services.

Assist with special projects as assigned by the Director.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

REPORTS TO: Director

## **Job Description**

### **Position: Digital Resources Coordinator**

#### Basic Functions and Responsibilities

The Digital Resources Coordinator provides leadership in planning, selection and organizing digital projects.

#### Characteristic Duties and Responsibilities

Works with subject bibliographers, University faculty and administrators to identify collections for the University's digital repository.

Plans, implements, and supervises digitization projects, working with colleagues, and campus units to develop an institutional repository of "eScholarship".

Works closely with Special Collections and University Archives to identify digital projects.

Coordinates scanning and digitization of collections, including, photographs, archives, manuscripts, audio and video collections.

Develops the workflow for digital projects.

Creates digital objects in CONTENTdm.

Develops metadata for digital library projects, working with colleagues and campus units.

Edits digital images and digital audio according to established standards and procedures.

Establish procedures for quality control.

Trains Library staff members working on digital projects in the use of CONTENTdm, image editing software and other digitization software, and hardware.

Writes documentation as appropriate.

Investigates copyright issues when necessary.

Creates web pages to showcase digital collections.

Provides guidance and expertise in the use of the web to support traditional and remote reference, bibliographic instruction and collection management.

Helps with library webpage development to ensure best practices of web design are used.

Is knowledgeable about HTML and learns other mark-up languages such as XML as needed.

Participates in the Reference rotation, bibliographic instruction and collection development.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

Reports to the Head of Technical Services

## Position Description

### **Serials Cataloger**

Reports to: Head of Technical Services

#### Summary Description

In a team environment, the Serials Cataloger is responsible for complex copy cataloging for continuing resources and serial publications in print, electronic and other formats, and in a variety of subjects, using MARC bibliographic and holdings formats, CONSER and national standards. This position also provides scheduled reference service, and participates in collection development.

#### Characteristic duties and responsibilities

- Responsible for complex copy cataloging and original serials cataloging when necessary for serial publications in print, electronic and other formats, and in a variety of subjects, using MARC bibliographic and holdings formats, CONSER, LCSH, SUDOC and Library of Congress classification.
- Creates/updates serials and periodicals holdings records and maintains OCLC local holdings.
- Maintains integrity of the bibliographic database by performing maintenance tasks or projects, conferring with the Technical Services Management Team and other Library staff as appropriate.
- Plans and coordinates serials workflow with Technical Services Management Team.
- Provides training in serials cataloging and marc holdings, and serves as a resource person for the department, and other areas of the Library.
- Provides leadership in the development of standards, policies and procedures across Cataloging Services, with particular responsibility for serial publications..
- Monitors trends and maintains currency in emerging issues in bibliographic control of continuing resources and serials.
- Participates in special projects, library and university committees
- Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.
- Other duties as assigned

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