

INSTRUCTOR - LIBRARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Associate Dean (Learning Resource Center), and under the supervision of an Assistant Professor - Librarian, an incumbent of this position performs basic professional librarian duties. This level is distinguished from Assistant Professor - Librarian in that the latter performs more complex duties. Supervision may be exercised over a small number of clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs reference work;

Prepares bibliographies in a well-defined, subject matter field;

Catalogues and classifies publications and other material;

Assists library users with automated library system;

Selects monographs for purchase;

Performs subject cataloguing with revision of material in a limited subject matter field using approved guidelines;

Discharges circulation and other routines;

Compiles bibliographies and performs other informational tasks;

Attends professional meetings and conferences to increase knowledge of developments in library science;

Participates in bibliographic instruction program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of library techniques and library administrative practices; knowledge of source materials available in various fields; familiarity with teaching techniques; ability to comprehend readers' needs and provide reference service; ability to speak effectively before groups; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM TRAINING AND EXPERIENCE: A Bachelor's Degree* and Master of Library Science degree.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J.C.: Unclassified†
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Job Class Code: T0016
Job Group: IX