

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;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of library techniques and library administrative practices; knowledge of source materials available in various fields; knowledge of teaching techniques; ability to comprehend readers' needs and provide reference service; ability to speak effectively before groups; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; 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.

West. Co.
J.C.: Unclassified†
SAS51

Job Class Code: T0016
Job Group: IX