Librarian II

Dallas County Community College District,

Lancaster, Texas

Position Number: 031407065

Salary: $48,000

Status: Full Time

Deadline: 08/21/2014

Librarian II

**Job Description and Summary of Essential Duties**

Provides reference/information services and may be assigned to various areas of the library depending on location necessity. Assists with the evaluation and selection of information resources, including participation in routine de-selection of materials. Demonstrates and explains to students, faculty and staff the use of library and related information resources in locating and evaluating information sources. Works independently, while recognizing situations that require the supervisor’s attention. Participates in assessment of library services. Assists with the evaluation and selection of information resources, including participation in routine de-selection of materials. Assists users in the use of general software
packages and peripheral technologies. Supports the quality enhancement initiative of the college. Act as liaison with faculty regarding materials acquisition and users’ needs to enhance and support campus curriculum. Prepares statistical reports as needed. Troubleshoots and resolves minor software and hardware problems. Edit and maintain library web pages and resource guides. Supervise part time staff. Participates in special projects as needed. May oversee daily operations in the absence of the department supervisor. Performs other duties as assigned.

**Minimum Qualifications**

Master’s degree or higher in Library/Information Science from an ALA accredited program plus one year related library experience or Bachelor’s degree or higher with 24 graduate semester hours in Library/Information Science from an ALA accredited program plus two years related library experience. A working knowledge of general office and library technology and software. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Oral and written communication skills to deal effectively with DCCCD staff, students, vendors and the general public from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *Will be subject to a criminal background check.*
**Physical Demands**

May require the ability to lift and carry moderately heavy materials weighing up to 25 pounds, to reach for books on upper and lower bookshelves and to sit/stand for extended periods.

**Special Instructions to Applicants**

Please note:

- When uploading personal documents such as transcripts, resumes, etc., please remove security sensitive information such as social security numbers and date of birth. Documents bearing this information will be removed from the online application system and your application will be considered incomplete.

- Transcripts from foreign institutions must be evaluated to U.S. Standards prior to submission.

- The application alone is used to determine if minimum requirements are met. Please complete all portions of the application even if including a resume.

- Part time work counts as half time work experience – example 12 months part time = 6 months full time.

**Posting Specific Questions**
1. How many years of related library experience do you have?
   - None
   - Less than one year
   - One year
   - Two years
   - Three years
   - Four years
   - Five or more years

2. What level of education from an ALA accredited institution do you have?
   - Master's degree or higher
   - Bachelor's degree or higher
   - None of the above

Applicant Documents

Required Documents

1. Resume
2. Cover Letter (that includes personal statement) – up to 5 pages max
3. Bachelor's Unofficial Transcripts (Transcripts from foreign institutions must be evaluated to U. S. standards prior to submission.)

Optional Documents

1. Masters Unofficial Transcripts (Transcripts from foreign institutions must be evaluated to U. S. standards prior to submission.)
2. Undergraduate Unofficial Transcripts (Transcripts from foreign institutions must be evaluated to U. S. standards prior to submission.)