

# University of Houston – Clear Lake

## Position Description

Job Title: **Librarian**

Job Code: **2925**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master of Library Science (MSL) from an American Library Association (ALA) accredited institution.	
Experience	Ten years academic or public library experience, two of which must include ILL/Circulation Administration.	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

This position supervises and manages the Circulation area (office and circulation desk operations), the Interlibrary Loan office as well as Copier Services. Duties include: hiring, training, and maintaining paraprofessional staff and student workers; supervision of staff and management of each office; making decisions involving interpretation of library public policy; requires managerial responsibilities over the library integrated automated system (Innopac) and interlibrary loan software applications (OCLC and CLIO). This position is part of the Public Services professional team under the direction of the Associate Director for Public Services and functions as a reference librarian for assigned hours at the reference desk during the weekday and on occasional weekends.

Duties and responsibilities

% Time

Manages and oversees Circulation Desk activities and staff including Innopac Circ system.	30
Manages and oversees Interlibrary Loan Services including OCLC and CLIO.	30
Manages and oversees Copier Services insuring timely access to equipment. Staffs the reference desk daily and on weekends as assigned.	15
Interviews, selects, trains and schedules employees (full-time, part-time and student workers). Works as a team member of the Public Services unit in collection development. Works as a team member of the Public Services unit in implementing library policy and takes a leadership role in policy issues related to areas of supervision (Circulation, Interlibrary Loan, and Facilities (including Copier Services)).	15
Resolves patron problems related to Circulation, ILL, and Copier Services.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*