

# University of Houston – Clear Lake

## Position Description

Job Title: **Reference Librarian**

Job Code: **2501**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Library Science (MLS) from an American Library Association (ALA) accredited institution.	
Experience		Two years library experience in providing reference and instructional services.
License/Certification		

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

### POSITION SUMMARY

The position provides general reference services to UHCL students, staff, faculty, and community users. As a member of the Public Services professional team, this position participates in library planning and policy implementation.

Duties and responsibilities	% Time
Provides professional and thorough reference service to students, faculty, staff and community users, either in person, by telephone or using electronic communication. Proven behaviors that encourage questions must be used in all transactions. Participates in evening and weekend rotation of reference duty.	75
Maintains current awareness of reference resources and practices. Maintains skill in electronic communication and knowledge of other procedures at reference desk. Maintains the library's Faculty Author's cabinet by keeping up with new books authored by members of the faculty, contacting them about placing a copy in the cabinet, and photographing them and keeping files of the photographs. Updates looseleaf reference materials and microform records. Works as a team member of Public Services in implementing library policy. Assists with special projects. As reference librarian on weekends and evening shifts, must be knowledgeable of library policies and procedures, and have skills at problem-solving. Other duties as assigned.	25

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