

# University of Houston – Clear Lake

## Position Description

Job Title: **Circulation Librarian**

Job Code: **2510**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Library or Informational Science from an ALA accredited institution.	One year of experience as a supervisor.
Experience	Six months of work experience in a public or academic library.	Two years of relevant library experience.
License/Certification		

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

### POSITION SUMMARY

The Circulation librarian is responsible for the operation of an efficient, service-centered circulation unit, and assisting in research and consultation services. Supervises 4 - 5 staff members and 10-12 student assistants. Guides and supports the performance and development of the staff and assigns tasks. This librarian develops, implements, evaluates, revises and maintains searchable files of procedures designed to meet needs of the library and library users. Updates library web pages to inform students and faculty of circulation services. The librarian must become proficient in technological operations of circulation, and explore new technologies to improve the services of the circulation. This Librarian works regular rotations at the Research Desk, including weekend shifts. Maintains necessary statistics and prepares reports, advocates for the needs of the unit and works effectively with the Associate Director of Public Services and the rest of the library administration. This position is part of the Library liaison team, performing collection development duties and faculty contact for assigned degree programs.

### Duties and responsibilities

### % Time

Supervises 4 - 5 FTE staff in Circulation, conducting training and performance reviews of this group, maintaining staff schedules and assigning responsibilities, and oversees the hiring and training of 10-12 student employees.	20
Provides in-depth information and specialized research consultations at the Research Consultation Desk, by telephone, email or other electronic communication. Provides one-on-one instruction by appointment. Participates in the weekend rotation of librarians on research consultation duty.	20
Develops, implements, evaluates, and revises procedures designed to meet patron and operational needs of the circulation services unit.	10
Responsible for collecting and providing all circulation statistics and information needed for annual reports and development proposals, and other types of reports. Maintains pages on library website with information about circulation services, and maintains searchable files of circulation services procedures for the use of library employees.	10
Develops the library collection in assigned subject areas. Expends budgeted allocations within specified deadlines. Maintains knowledge of the relevant resources in the discipline. Maintains research guides on assigned subject areas. Participates in and makes recommendations in collection evaluation projects.	10

Serves as liaison to faculty teaching in degree programs for which this librarian has collection development responsibility, with the object of communicating about library services and collection input in order to develop a relevant collection of databases, serials and books. Maintains online research guides for assigned degree programs.	10
Makes decisions involving interpretations of library public policy, and handles patrons' complaints in a friendly and effective manner. 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.	10
Maintains an awareness of emerging trends in library services, in particular circulation and research services. attendino training programs as needed. Participates in orofessional and university committees and task forces. Other duties as assigned.	10

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