

Vacancy

H. Lavity Stoutt Community College is inviting applications for the position of
Librarian



Job Description: Responsibilities

The Librarian helps to coordinate the operations of the College library, performing a wide variety of professional and technical library work to assist patrons in their selection of materials.

- Assists students, faculty and staff with research material;
- Assist in the implementation of goals and objectives; establish schedules and methods for providing assigned library services; implement policies and procedures;
- Assists with information literacy training;
- Assess/select various materials to introduce to the library collection; evaluate materials for withdrawal;
- Participate in the acquisition of library materials; requisition supplies and materials; maintain related files; monitor material expenditures;
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements;
- Identify appropriate reference materials for library patrons using electronic, print and other resources;
- Providing basic computer support and offering informal instruction to library patrons on the use of the library catalog, online databases, and the Internet;
- Assist with the maintenance of the catalogue; assists with the full original/copy cataloguing of books and materials using MARC format, LC subject headings, etc.; assists with the preparation of cataloguing data for input; assigns codes and tags accurately;
- Conduct staff training, supervise duties of lower level library staff;
- Prepare various materials and documents including reports, brochures, manuals, and grant proposals;
- Maintain statistics, files, and procedural manuals; prepare summary reports on usage of materials and reference questions; prepare special reports and surveys as directed;
- Respond to and resolve difficult and sensitive patron inquiries and complaints;
Any other related duties or tasks that may be assigned.

Qualifications and Experience

- The minimum qualification required is a Bachelor's degree from an accredited/recognised college or university with major course work in library or information science or a related field.
- Three years of increasingly responsible professional and technical library work experience;

Applicants should submit a cover letter of formal application, as well as a detailed resume of all educational and professional experiences together with copies of relevant credentials and three letters of reference. Applications should be addressed to the Acting Human Resources Manager and may be emailed to mlatchman@hlscc.edu.vg or hand delivered to the Human Resources Department. For additional information, please call 541-2212.

Salary: Commensurate with Experience

Closing Date: September 13, 2019