

Job Description

Job Title: Lead Librarian

JTC: CDG

Salary Range: N06

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for acquiring, organizing, managing and distributing library resources and ensuring that library provisions meet the needs of all users. Position is a user-focused role that manages learning resources that support research, teaching and student success.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be familiar with the Association of College and Research Libraries (ACRL) information literacy framework and Association of American Colleges and Universities (AAC&U) guidelines. Knowledgeable about both print and electronic information sources and databases. Maintains knowledge of current trends and best practices in all aspects of academic librarianship, including collection management, acquisitions and information literacy instruction. Ability to organize work effectively, conceptualize and prioritize objectives; exercises independent judgment and discretion based on an understanding of organizational policies and procedures.

Ability to enhance the student learning process by providing in-person and/or on-line instruction in the use of electronic search tools, preparing instructional materials, and collaborating with faculty and instructors to develop assignments and activities that promote information skills. Has excellent attention to details, strong problem-solving skills and effectively handles multiple tasks/projects simultaneously. May set up or work with databases and information systems to catalogue and access information.

Must be able to collaborate effectively with diverse, multicultural students, faculty and staff to support learning across the curriculum. Ability to collaborate across divisional lines and act as liaison with constituents within and outside the DCCCD network in order to locate materials to assist individuals with research needs.

Advises faculty and staff on designing assignments that students can complete successfully. Assist students in the use of library resources including instruction in forms of academic documentation such as the Modern Language Association (MLA) and American Psychological Association (APA) style manuals; advise staff and faculty on issues of copyright and "fair use."

Must have strong interpersonal and customer service skills and the ability to communicate



tactfully, verbally and in writing, with stakeholders within and outside the DCCCD network. Instructs individuals on basic computer skills/comprehension of new technology, library policies, and use of library resources. Must be able to perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. Must have excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher from an American Library Association (ALA) accredited program plus three (3) years of experience in related field including two (2) years of supervisory experience.

Official transcripts required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be able to develop, conduct, assess and improve information literacy guides and instruction. Ability be able to review and evaluate resource materials, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources. Searches standard reference materials, including on-line sources and the internet, in order to answer reference questions. Keep records of circulation and materials.

Meet with other librarians and Learning Framework faculty to develop information literacy assignments and corresponding instructional classes. Assist with the location of unusual or unique information in response to specific requests. Arrange for interlibrary loans of materials not available in a library.

Develops and/or teaches formal educational or training programs or classes. The ability to be creative in providing unusual or clever ideas about a given topic or situation, or solving a difficult problem. Compiles lists of overdue materials, and notify borrowers that materials are overdue.

Serves and/or participates on various college and district committees to identify, research and review materials, on-line databases or other electronic resources to enhance the library collection. Develops constructive and cooperative working relationships with outside library resources/vendors to meet academic needs. Identify developmental needs of staff and/or direct/train in duties such as receiving, shelving, researching, cataloging, and equipment use to improve their knowledge or skills.

Develops information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials. Design information storage and retrieval systems, and develops procedures for collecting, organizing, interpreting, and classifying information. Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects. Evaluate materials to determine outdated or unused items to be discarded.

Interacts with a culturally diverse ethnic population of students, faculty, and staff or outside constituents communicating effectively orally, in writing, by phone, in person.
 Explains the use of library facilities, resources, equipment, and services, and provides information about library policies. Responds to customer complaints, taking action as necessary. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.
 Supervises 2 or more full-time or full-time equivalent (FTE) employees including other librarians.
 Budget responsibility \$350,000+ dollars.

Performs other duties as assigned.

SALARY GUIDE

The salary structure provides guidelines to set and manage compensation. All employees can expect to be paid at a salary rate that falls within the salary range for their position. This tool may be used as a guideline for determining the range of a starting salary. Other criteria may be considered when determining salary beyond the minimum, such as additional education and/or total years of relevant experience, skills and competencies and supervision requirements.

RANGE	
Minimum	1st Quartile
LEAD LIBRARIAN	
Master’s degree or higher from an American Library Association (ALA) accredited program plus three (3) years of experience in related field including two (2) years of supervisory experience.	Related experience above minimum requirements: Master’s degree or higher from an American Library Association (ALA) accredited program plus five (5) years of experience in related field, two (2) years of supervisory* experience including supervision of other librarians. Specialization in a particular field related to librarianship. *Supervised 2 or more full-time or full-time equivalent (FTE) employees.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to



perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.