

Richmond Community College

Job Description

Position Title: Evening Librarian

General Description: The Evening Librarian under the supervision of the Dean of Learning Resources is responsible for operation of the library during the evening hours.

Duties and Responsibilities of the Position:

1. Provide library orientation and information literacy instruction to faculty and students to include ACA 122 classes (College Student Success), Basic Skills, and Early College.
2. Provide reference/research assistance and instruction to patrons in the use of subject specific electronic databases and the online catalog. (OPAC)
3. In cooperation with the day librarian, design and develop attractive useful teaching aids, including those based on new applications of technology. Plan and organize special programs/displays involving the use of library resources.
4. Assist with book collection and collection maintenance (weeding, shelving, and inventory). Communicate with faculty for input on future purchases. Prepare purchase lists using Books in Print Online.
5. Shared responsibilities of the operations/functions of the circulation desk with other library staff.
6. In cooperation with the day librarian, maintain and update the library's LibGuides to reflect changes in new resources and services.
7. Responsible for selecting appropriate age-level titles for the children's book collection, to include award-winning titles. (Caldecott, Newbery).
8. Responsible for placing block restrictions on student records through DATATEL.
9. Collecting and counting monies from the copier and library fines/fees on a weekly basis, then submitting monies to the Business Office.
10. Responsible for handling interlibrary loan requests, both OCLC and CCLINC.
11. Responsible for maintaining, receiving and promoting the library's periodical collection, both print and electronic versions. Contact faculty for feedback on additions/deletions to the collection.
12. Responsible for promoting and marketing library materials and resources through social media (Shelfari, Facebook, Twitter, etc.)
13. Maintain high level of professional skills and abilities through participation in professional organizations, workshops, and continuing education opportunities.
14. Other duties as assigned by the Dean of Learning Resources.

Position Qualifications:

Knowledge, Skills and Abilities:

1. Understanding of and commitment to the unique nature and role of the community college and learning resources center concept.
2. Ability to work with students, faculty, and staff from diverse educational levels and capabilities.

3. Demonstrated good written and oral communication skills.
4. Documented organizational and leadership skills from previous positions.

Minimum Education and Experience:

1. Master's degree in Library Science/Library Information Science from an ALA accredited institution required.
2. Two years prior experience in library services and/or instructional media on the community college level preferred.
3. Demonstrated familiarity with operations of electronic databases and online resources used for research and information literacy.

Salary Level:

Location: Learning Resources Center

Questionnaire for

Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Evening Librarian

Division: Instructional

Location: Learning Resources Center

Supervisor's Title: Dean of Learning Resources

Department: Library

Shift: Evening

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

Responsible for operation of the library during the evening hours.

To provide library orientation and information literacy instruction to faculty and students to include ACA 122 classes (College Student Success), Basic Skills, and Early College. .

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

1. Provide reference/research assistance and instruction to patrons in the use of subject specific electronic databases and online catalog. (OPAC) (Daily)
2. In cooperation with the day librarian, design and develop attractive useful teaching aids, including those based on new applications of technology. Plan and organize special programs/displays involving the use of library resources. (Irregular)
3. Assist with book collection and collection maintenance (weeding, shelving, and inventory). (Monthly)
4. In cooperation with the day librarian, maintain and update the library's LibGuides to reflect changes in new resources and services. (Monthly)
5. Responsible for selecting appropriate age-level titles for the children's book collection to include award-winning titles. (Caldecott, Newbery). (Irregular)
6. Responsible for placing block restrictions on student records through DATATEL.
7. Collecting and counting monies from the copier and library fines/fees on a weekly basis, then submitting monies to the Business Office. (Weekly)
8. Responsible for handling interlibrary loan requests, both OCLC and CCLINC. (Daily)
9. Responsible for maintaining, receiving, and promoting the library's periodical collection, both print and electronic versions. Contact faculty for feedback on additions/deletions to the collection. (Daily, Irregular)
10. Responsible for promoting and marketing library materials and resources through social media (Shelfari, Facebook, Twitter, etc.) (Irregular)

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	None	Amount of Time Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	None	Amount of Time Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

Being able to view a computer screen upclose. Ability to monitor patron traffic from a distance.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Amount of Time		
		Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

Students printing from computers in the library. Light student traffic in the area.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.