

ASSISTANT PROFESSOR - LIBRARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of an Associate Dean, an incumbent of this position is responsible for duties in one or more of the following areas: library administration; technical analysis of the various aspects of the library; and/or development and management of the selection of various literary and reference material, including indexing/archiving, and interpretation of source material and reference services for users. This level is distinguished from the Instructor - Librarian classifications as the Instructor - Librarian is responsible for performing basic librarian duties such as reference, cataloging, classification, circulation or other similar duties. Supervision may be exercised over Instructor - Librarians as well as over a small number of clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in maintaining an optimum educational and research environment in the Library;

Assists and counsels students and faculty in using library collections and facilities in connection with the educational process;

Instructs students and faculty in techniques such as research, documentation, and information retrieval to enhance skills of students/personnel using library resources;

Provides faculty with professional bibliographic and research services relevant to the instructional programs provided by the college;

Assists in planning for the development and growth of library services to keep abreast with the changing needs of the curriculum;

Selects library materials which best support the instructional programs of the college by using academic and professional training;

Assists and advises faculty in the selection of library materials with a view towards choosing reading material best suited to the individual course curricula;

Classifies, catalogs and supervises the processing of library materials for optimum use for students and faculty;

Assists in organizing, maintaining, and preserving the library's collections and facilities for optimum educational use;

Uses professional training and academic background to discard obsolete, superceded, or otherwise educationally undesirable reading/refence material from the library;

Contributes to and assists in the publication of informational and instructional library bulletins, brochures, and bibliographies;

EXAMPLES OF WORK: (Cont'd.)

Supervises, instructs, and advises other professionals, clerical workers, and student assistants in the performance of all duties and procedures related to the maintenance and operation of library facilities;

Independently initiates studies of and analytical reports on library functions and procedures;

Supervises the collection, recording, and filing of vital library statistics and records;

Assists in the formulation of library policies and procedures and recommends changes in policies and procedures to the Library Director;

Assumes full managerial responsibility for two or more library functions, services, facilities, or segments of the collection;

Assists the Library Director in planning for budget and personnel requirements;

Assumes a major role in assisting the Library Director in the recruitment, training and evaluation of library personnel;

Keeps abreast of current developments in the fields of library science and education;

Assumes full faculty responsibility for serving on committees, advising organized student groups, contributing and participating in professional and community groups, and by keeping abreast of changes in the field.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of library techniques and library administrative practices; thorough knowledge of source materials available in various fields of knowledge; good knowledge of teaching techniques; ability to comprehend readers' needs and provide reference service; ability to speak effectively before groups; ability to effectively supervise others; initiative; tact; good judgment.

DESIRED TRAINING AND EXPERIENCE: Bachelor's Degree* and a Master's Degree* in Library Science and three years of satisfactory professional experience in a library of recognized standing.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Unclassified†
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Job Class Code: T0018
Job Group: II