



TEMPLE COLLEGE  
TEMPLE, TEXAS

## Job Description

**JOB TITLE:** Division Director, Learning Resources  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 7-Professional Salary Schedule  
**DATE:** May 31, 2007 (Revised)

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under general supervision of the Vice President of Educational Services the incumbent manages the administrative functions of the assigned division including the supervision of the division's departmental chairs. The incumbent will oversee the overall fiscal and budgetary management of the division, the development and implementation of operational procedures, and special projects.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions.

Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information.

Teach library patrons to search for information using databases.

Keep records of circulation and materials.

Supervise budgeting, planning, and personnel activities.

Check books in and out of the library.

Explain use of library facilities, resources, equipment, and services, and provide information about library policies to students, staff, faculty, and other groups.

Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.

Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems. Locate unusual or unique information in response to specific requests.

May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information.

Monitor and evaluate operational effectiveness; effect changes required for improvement.

Periodically perform or oversee the evaluation of Division personnel

Attend meetings as required or needed.

Set up or work with databases and information systems to catalogue and provide access to web based information.

Perform other job related duties as assigned by the Vice President of Educational Services.

**MINIMUM EDUCATION AND EXPERIENCE:**

Master's Degree in discipline and five (5) years of directly related job experience.

**CERTIFICATION OR LICENSES**

None

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments. Ability to gather data, compile information, and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to make administrative/procedural decisions and judgments. Skill in budget preparation and fiscal management. Ability to plan, organize, implement, evaluate, and modify administrative support needs. Ability to coordinate and organize meetings and/or special events. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. Knowledge of principles and processes for providing customer and personal service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**PHYSICAL EFFORT:**

Moderate physical activity is required with occasional lifting and manipulation of objects up to 25 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISORY DUTIES:**

Division supervisors

**DIRECT SUPERVISOR:**

Vice President, Educational Services



TEMPLE COLLEGE  
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## **Job Description**

**JOB TITLE:** Associate Director, Learning Resources  
**FLSA:** Exempt  
**SALARY LEVEL:** Professional Level 5  
**DATE:** February 22, 2009

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under general supervision of the Division Director, Learning Resources the incumbent assists the Division Director with providing, implementing, and organizing workflow, initiating and implementing operating policies and procedures, and record maintenance in the College's integrated library system; assists in long-term needs assessment and goal planning.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

- Operate and maintain the integrated library system.
- Investigate and resolve problems involving the integrated library system.
- Install and implement upgrades of the integrated library system.
- Train staff in the use of the integrated library system and its upgrades as needed.
- Coordinate with Information Services for patron uploads for the integrated library system.
- Catalog monographs, audiovisual materials, serials, and electronic resources, using MARC format, LC subject headings, and the Voyager cataloging module.

- Perform original cataloging of specialized materials for the general collection and for the Temple College Archives collection.
- Be responsible for implementing changes to database authority files.
- Assist with collection development including the recommendation of titles for purchase and the evaluation of materials identified for possible withdrawal.
- Provide reference service to patrons as needed.
- Perform other job-related duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

Master's degree and three (3) years of directly related work experience specific to the duties and responsibilities described.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of library acquisition practices and budget availability. Skill in the use of computers, preferably in a PC, Windows-based operating environment. Knowledge of customer service standards and procedures. Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions. Ability to effectively communicate and foster a cooperative work environment. Ability to analyze and solve problems. Ability to plan, organize and oversee the operations of an integrated library service activity. Ability to plan and implement operational policies and procedures in area of expertise. Ability to make evaluative judgments. Ability to provide technical advice and information to faculty in area of expertise. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Skill in the use of automated library systems. Knowledge of library theory, concepts, methods, and techniques. Ability to create, compose, and edit written materials.

**PHYSICAL EFFORT:**

Moderate physical activity is required with occasional lifting and manipulation of books or objects up to 25 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISOR OF:**

May supervise Student Workers assigned to department.

**DIRECT SUPERVISOR:**

Division Director, Learning Resources



TEMPLE COLLEGE  
TEMPLE, TEXAS

## **Job Description**

**JOB TITLE:** Reference Librarian  
**FLSA:** Exempt  
**SALARY LEVEL:** Professional Level 3  
**DATE:** February 22, 2009

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under general supervision of the Division Director, Learning Resources the incumbent provides, implementing, and organizing workflow, initiating and implementing operating policies and procedures, and record maintenance in the College's integrated library system; assists in long-term needs assessment and goal planning.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

- Provide reference services for library users, in person, by telephone or e-mail.
- Plan, organize and administer the library orientation/bibliographic instruction program.
- Plan, organize and administer interlibrary loan services.
- Coordinate library services to distance education students.
- Coordinate library services to students at the Taylor and Cameron Centers.
- Develop handouts and information sheets describing library services.
- Maintain and further develop the library web site.

- Assist with the maintenance and development of the library's reference collection.
- Assist with collection development including the identification of materials to be "weeded."
- Advise the director on the purchase of electronic resources.
- Assist with circulation desk functions.
- Perform other job-related duties as assigned by the Director.

**MINIMUM EDUCATION AND EXPERIENCE:**

Master's degree and one (1) year of directly related work experience specific to the duties and responsibilities described.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of library acquisition practices and budget availability. Skill in the use of computers, preferably in a PC, Windows-based operating environment. Knowledge of customer service standards and procedures. Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions. Ability to effectively communicate and foster a cooperative work environment. Ability to analyze and solve problems. Ability to plan, organize and oversee the operations of an integrated library service activity. Ability to plan and implement operational policies and procedures in area of expertise. Ability to make evaluative judgments. Ability to provide technical advice and information to faculty in area of expertise. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Skill in the use of automated library systems. Knowledge of library theory, concepts, methods, and techniques. Ability to create, compose, and edit written materials.

**PHYSICAL EFFORT:**

Moderate physical activity is required with occasional lifting and manipulation of books or objects up to 25 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISOR OF:**

May supervise Student Workers assigned to department.

**DIRECT SUPERVISOR:**

Division Director, Learning Resources



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## **Job Description**

**JOB TITLE:** Coordinator, Public Services  
**FLSA:** Exempt  
**SALARY LEVEL:** Professional Level 1  
**DATE:** February 22, 2009

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under general supervision of the Division Director, Learning Resources the incumbent provides library orientation, organizes handouts and other library information materials, and oversees circulation desk functions. Helps coordinate the processing of recently cataloged materials. The incumbent is responsible for library signage, display case, and seasonal decorating.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

- Provide reference services.
- Conduct “point-of-contact” library orientations.
- Assemble handouts as needed for library orientations.
- Produce and distribute printed library information materials.
- Assist in the evaluation of new online resources.
- Hire, schedule, train and evaluate student assistants. Includes assigning work duties and managing timesheets, etc.
- Oversee circulation desk functions.

- Responsible for receipt and maintenance of the periodicals collection, including weeding of older materials.
- Update, produce, and distribute the library's Periodicals List.
- Coordinate the processing of recently cataloged materials.
- Assist with the withdrawal of damaged and outdated library materials.
- Handle all aspects related to the rebinding of library materials.
- Assist with the inventory and maintenance of the library's various collections.
- Responsible for library signage, display case and seasonal decorating.
- Perform other job-related duties as assigned by the Director.

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree and one (1) year of directly related work experience specific to the duties and responsibilities described.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of library acquisition practices and budget availability. Skill in the use of computers, preferably in a PC, Windows-based operating environment. Knowledge of customer service standards and procedures. Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions. Ability to analyze and solve problems. Ability implement operational policies and procedures in area of expertise. Ability to provide technical advice and information to students, faculty, and staff in area of expertise. Ability to supervise and train student workers, to include organizing, prioritizing, and scheduling work assignments. Skill in the use of automated library systems. Knowledge of library theory, concepts, methods, and techniques. Ability to create, compose, and edit written materials.

**PHYSICAL EFFORT:**

Moderate physical activity is required with occasional lifting and manipulation of books or objects up to 25 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISOR OF:**

Student Workers assigned to department.

**DIRECT SUPERVISOR:**

Division Director, Learning Resources



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## **Job Description**

**JOB TITLE:** Specialist, Library  
**FLSA:** Non-Exempt  
**SALARY LEVEL:** Classified Level 9  
**DATE:** February 22, 2009

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### **SUMMARY:**

Under direct supervision of the Division Director, Learning Resources the incumbent performs clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting. Lend and collect books, periodicals, videotapes, and other materials at circulation desks Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas. Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

- Lend and collect books, periodicals, videotapes, and other materials at the circulation desks.
- Enter and update patrons' records on computers.
- Process new materials including books, audiovisual materials, and computer software.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
- Instruct patrons on how to use reference sources, card catalogs, and automated or web based information systems.

- Inspect returned books for condition and due-date status, and compute any applicable fines.
- Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
- Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used.
- Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
- Perform other job-related duties as assigned by the Director.

**MINIMUM EDUCATION AND EXPERIENCE:**

Associate's degree and five (5) years of directly related work experience specific to the duties and responsibilities described.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to read and understand information and ideas presented in writing. The ability to verbally communicate information and ideas. Knowledge of computerized systems and associated software.

**PHYSICAL EFFORT:**

Moderate physical activity is required with occasional lifting and manipulation of books or objects up to 25 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISOR OF:**

None

**DIRECT SUPERVISOR:**

Division Director, Learning Resources