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| **Librarian** | | | |
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| **Campus:** | Americus | | |
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| **General Duties:** | The Librarian is responsible for maintaining a comprehensive media center to support staff, faculty and students. Catalogs books and other library materials according to standard library practices; Supervises the physical processing of library materials; Recommends and processes orders of library materials and equipment and maintains acquisition records; Provides technical support for library software; Provides information and research services to patrons; Maintains reference materials and provides assistance with reference sources; Supervises circulation services; Supervises interlibrary loan services and operations; Compiles and maintains usage and circulation reports; Develops policies, procedures, long and short-term goals and objectives for the operations of library programs and educational resource center; Disseminates information on use of facilities, resources, equipment, services and policies; Maintains a manual of policies and procedures; Acts as system administrator for automated library systems; and Other duties as assigned. | | |
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| **Education Requirements:** | Master's degree in Library and Information Science from an American Library Association accredited institution. | | |
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| **Minimum Qualifications:** | Knowledge of library materials, methods, and organization; Knowledge of the methods of classifying, cataloging and shelf-listing books; Knowledge of the Dewey decimal and Library of Congress classification systems; Knowledge of bibliographies, card catalogs, indexes, guides, encyclopedias, an d other reference materials used in the library; Knowledge of research methods; Skill in operating a computer and job related software programs; Skill in interpersonal relations and dealing with the public; Oral and written communication skills; Skill in operating basic office machinery; Skill in organizing and multitasking; Skill in maintaining records and preparing reports and correspondence related to the work; Decision making and problem solving skills. | | |
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| **Preferred Qualifications:** | n/a | | |
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| **Compensation:** | Full-time position. Salary commensurate with education and experience. | | |
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| **Benefits:** | State of GA Benefits package available. | | |
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| **Reports to:** | Vice-President of Academic Affairs | | |
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| **Application Deadline:** | Until filled | | |
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| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check and MVR, shall be conducted on all candidates prior to being hired for any position with SGTC. | | |
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| Position Number: | **00144572** | Job Code: | **10709** |