**LIBRARIAN**

**(FULL TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

Master’s degree in Library and Information Science from an American Library Association (ALA) accredited institution.

**PREFERRED QUALIFICATIONS:**

ALMA Administrator Certification, minimum of 1 (one) year Cataloging experience is preferred. Experience in an academic library environment preferred.

**RESPONSIBILITIES**:

Under supervision of the Director of Library and Media Services. Responsible for maintaining a comprehensive media center to support staff, faculty, and students at the technical college. 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.

**COMPETENCIES**:

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, and 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.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.