

River Parishes Community College
Library Services

Position Description and Statement of Responsibilities

Job Title: Head of Public Services

Supervision Received:

General supervision from the Director of Library Services.

Supervision Exercised:

Functional supervision over lower level librarians, library support staff, and student workers.

Duties:

Fosters, supports, and maintains a collaborative professional team environment with colleagues within Library Services and with other College faculty and service units.

Provides the responsive and effective service to RPCC students, faculty, and staff.

Creates, leads, and manages the Public Services department including supervision, reporting, planning, implementation and evaluation of policies, procedures, and services.

Mans the Library Circulation/Service desk.

Actively promotes Library Services activities, events, services, instructional programs, and learning opportunities.

Coordinates library instruction services to meet the needs of local and remotely located faculty and students, including but not limited to pathfinders and user guides, course-integrated instruction, scheduled bibliographic instruction programs, and point-of-use instruction.

Trains and supervises public services support staff and students employees.

Create and instruct the one-credit-hour online LISR 1000 course as necessary.

Coordinates services including reference, database access, proctored testing, subject bibliographies, and other patron resources.

Coordinates and provides circulation and reserve services via the SIRSI Library Management System. Generates and maintains appropriate records and reports including financial data related to library fines, fees, charges, circulation usage statistics, and collection reports.

Assists in the development, maintenance, and evaluation of library collections.
Develops and communicates Library Services policies and procedures to faculty, staff, students and community patrons.

Actively serves as a participative leader for Library Services standing and ad-hoc committees, and represents Library Services by serving on committees at the campus level and at the state, regional, and/or national level (LOUIS consortium, LALINC, LLA, Solinet, or ALA).

Participates in professional development activities by remaining active in professional organizations, and attending conferences, workshops, and training sessions as staffing levels and funding allow.

Remains abreast of current issues in the field of library and information science, with emphasis on copyright, privacy, access, and other issues directly affecting all areas of public services.

Serve as the College's back-up LOUIS systems administrator.

Assists the Director of Library Services as necessary.

Performs other duties as assigned.

Education and Experience:

Required: Master of Library Science degree from an American Library Association accredited program; at least three years of experience in an academic library; experience in computer applications, especially as they apply to libraries; experience with internet searching, teaching, and evaluation; proficiency in Microsoft Word and Excel.

Preferred: Experience in preparing for and creating documentation for a Southern Association of Colleges and Schools accreditation review; experience with SIRSI Unicorn Library Management System; experience troubleshooting PCs and software problems.

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