CENTRAL ARIZONA COLLEGE
invites applications for the position of:

Librarian

SALARY: $48,026.00 - $50,908.00 Annually
OPENING DATE: 08/30/22
CLOSING DATE: Continuous

JOB SUMMARY:

Provide branch and district-wide-in-person and virtual reference services, teach information literacy and library skills to students. Participate in collection development, and oversee daily library operations to include assisting students with research. Market library services and resources to the library's patron groups.

RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS:

- Provide in-person and district-wide virtual reference assistance to patrons utilizing print and online resources. Assist with access and use of online resources.
- Oversee the daily operations of the library and provide work lead, training and guidance to library personnel that may include library assistants and student assistants. Address inappropriate patron behavior and activities within the facility and resolve problems as appropriate, apply appropriate policies and procedures, and generate reports. Assist patrons with use of computer hardware and software to access and use information resources.
- Plan, organize, and teach remote and in-person information literacy, research concepts, and other library classes to students district-wide. Create online tutorials. Provide embedded librarian services and on-line workshops.
- Evaluate, select, and recommend print and electronic library materials and collaborate with faculty on collection development.
- Provide outreach services through liaison with faculty and staff to foster cooperation and awareness concerning library resources and services. Market library services and resources to college community through events, meetings, social networking applications, and participation in other college activities.
- Create, develop and maintain research topic and resource guides, library handouts, and other instructional documentation in primarily online formats. Contribute content and assist in maintenance of library web pages.
- Stay current with trends and technologies in libraries, and participate actively in professional associations. Suggest and implement innovative and productive practices and services as appropriate and under guidance of the library director and in accordance with library mission and policy. Participate in library process and procedure development and implementation.
- Provide copy and original cataloging and classification of materials as needed. Answer technical cataloging and classification questions including MARC record revision.
- This position may perform other duties commensurate with the functions and level of the position to include participating in committee assignments and the recruitment and retention of students.
QUALIFICATIONS:

ESSENTIAL QUALIFICATIONS:

EDUCATION: Master's degree in library science

EXPERIENCE: Two (2) years related experience

SPECIAL POSITION CONDITIONS: This position will be located at either the San Tan Campus or Superstition Mountain Campus, but may be required to travel to various campuses and/or locations in Pinal County.

SALARY: $48,026.00 - $50,908.00 (Dependent upon qualifications)

OPEN UNTIL FILLED

APPLICATION INFORMATION: The application packet must include:
- Letter of interest
- Current resume
- Unofficial copies of transcripts reflecting the required degree or course work.

Copies of transcripts should reflect completed course work and conferred degrees. All academic course work and degrees must be from a regionally accredited college or university or be certified by an acceptable agency that the institution is recognized by the appropriate governmental agency in its home country (this is generally stated in the degree evaluation). Foreign transcripts must be evaluated for equivalency to United States accredited course work by an acceptable agency such as those agencies certified by the National Association of Credential Evaluation Services (NACES).

Background Verification: As a condition of employment, all candidates accepting an offer of employment for a full-time, part-time, temporary, student worker, or volunteer position, will be required to undergo a background verification. The check will be conducted by third party agent, backgroundchecks.com. Employment with Central Arizona College is contingent upon the successful completion of the background verification. The college does not accept responsibility for information errors reported by backgroundchecks.com during the background process. The level of the background verification for this position is: Standard level.

KNOWLEDGE, SKILLS, & ABILITIES:

- Demonstrated reference experience in both print and electronic formats. Knowledge and skill in researching and gathering information to effectively assist patrons in locating materials relevant to the topic.
- Knowledge of current and emerging library technologies including social networking technologies, and their innovative application to library practices including reference and information literacy instruction.
- Demonstrated competency in teaching information literacy skills to students.
- Knowledge of ACRL information literacy standards.
- Knowledge in the principles, concepts, and practices of library science and library classification systems, collection development principals, and automated library information systems such as Polaris.
- Thorough understanding of and experience in using a variety of library information resources such as online databases, internet resources, and OPACs.
- Flexibility and ability to adjust in an environment of often rapid change and innovation.
- Ability to work independently and as part of a team and manage time in a dynamic environment and meet deadlines, prioritizing work in alignment with strategic and service
goals of the library.

- Knowledge and skill in various word processing, spreadsheet, database, presentation, and integrated library systems software such as Polaris, general computer systems and associated hardware, e.g. personal computers.
- Effective communication skills, both oral and written
- Evidence of strong customer service skills and a user-centered approach to library services. Strong interpersonal and customer skills as applied to interaction with a culturally diverse populations, college administrators, faculty, staff, students, and the public.

Central Arizona College (the College) is committed to provide equal employment opportunity in decisions involving hiring, evaluation, promotion, advancement and discipline, and educational opportunity to all applicants and employees. The College will hire without regard to race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation, or gender identity or expression.