THE UNIVERSITY OF ALABAMA

STAFF POSITION DESCRIPTION

I. POSITION IDENTIFICATION (See Title Page)

Staff Librarian

II. POSITION SUMMARY (Two or three sentences that state the significance/general purpose of the position).

The Staff Librarian supervises and maintains the William E. Winter Reading Room, its computer lab, and the media archives of the Center for Public Television & Radio. The Librarian provides leadership and instruction on research techniques and the use of library resources in C&IS.

III. DUTIES AND RESPONSIBILITIES (List in order of importance and explain the major duties and responsibilities of the position. Indicate the average percent of time spent performing each separate job duty. The percentages should total 100%. Number each duty).

(1) Performs public service, reference, circulation, cataloging, and processing of library materials for the Reading Room and multimedia materials for CPT&R. Maintains reserve materials and photocopyer. Prepares and presents budget recommendations for Reading Room expenditures on library materials, equipment, and furniture. 50% (2) Provides formal and informal instruction for graduate and undergraduate students, faculty, and staff in research techniques, database searching, and the use of reference sources; conducts tours of services and facilities; informs students, faculty, and staff of Reading Room operational news and of resources in their fields of interest through personal contact, memos, meetings and displays; provides research assistance to faculty. 30% (3) Maintains liaison with Communication bibliographer in the Main Library in all matters related to research and other resource material needs. 2% (4) Hires, trains, evaluates, schedules, and supervises work-study students and interns for sixty-one hour work week. 10% (5) Supervises computer lab of MACs and PCs, scanners, and printers and TV/DVD/VCR used for classroom instruction. 8%

IV. COMPLEXITY AND CREATIVITY (In this section describe the degree of problem solving required, the types of problems encountered and how these problems are solved. Also address the degree of original thinking required to perform a job that is creative or artistic in nature. Please give one or two examples of the more difficult and complex task/projects/problems which are required to be handled. Consider the amount of judgment and thought required and the availability of policies, procedures and standards which give guidance in solving problems. Also consider the degree to which creative thinking is required to organize or develop new or improved methods, ideas, procedures or techniques).

This position requires the ability to use research techniques and wide-ranging general and communication-specific knowledge to answer questions on any topic imaginable as well as to assist faculty, students, and staff in research. This includes, but is not limited to, the preparation of lessons for classroom and lab presentation and the development of tutorials and finding aids.

V. IMPACT ON INSTITUTIONAL MISSION

1. Positive Impact (Describe the positive impact this position has on the operations in the area of involvement and/or the University when it is being performed well).
The Reading Room Librarian facilitates access to informational resources, printed, electronic, and audiovisual, for the C&IS constituency. Proximity to faculty and staff offices and classrooms makes possible close working relationships and efficiency of service. This leads to more effective and personalized service which reduces demand on the Main Library staff for routine services while at the same time increasing effective University Libraries usage by students and faculty receiving direction and advice from the Reading Room Librarian to specific librarians, departments, and resources. Students will leave the University more capable of conducting research in their chosen areas of Communication and other fields as well. Faculty and staff receive in-house research and reference aid.

2. **Negative Consequences** (Describe the types of negative consequences for work in the area or for the University that might result from an error made by someone in this position who does not possess good job knowledge or use sound judgment).

   The Librarian must possess a broad educational background in order to meet the needs of faculty, and students with wide-ranging interests - journalism, advertising public relations, communication studies, telecommunication and film, mass communication, a public radio station, public television documentary production, educational television, and a commercial television station. If the Librarian does not possess this knowledge, as well as education in library procedures and policies, the faculty, staff, and students might receive false or misleading information related to research, assigned papers, and readings. Access to reserve materials and other resources could be limited because of poor organization and/or ignorance of filing, cataloging, and classification systems.

3. **Guidance and Review** (Describe the type of guidance and review given to this position by the supervisor and how often (e.g., daily, weekly, monthly) that guidance and review occurs – for example, supervisor checks work daily, supervisor spot-checks work only occasionally (monthly), supervisor set goals for the employee and reviews progress quarterly, etc.)

   Formal evaluation is made by the Dean once a year. The Librarian submits a written report, including goals for the coming year, and has a personal interview. Informal discussions of progress and special projects/events are made as needed.

4. **Departmental Policies and Procedures** (Describe the departmental policies and procedures, or formalized regulations which guide the actions in this position, e.g., policies or procedures for handling an overdue account or dealing with a student’s complaint).

   The University Faculty/Staff Handbook, Student Handbook, and Reading Room Student Assistant Procedure Manual, respectively, address most issues dealing with complaints.

   The Reading Room Student Assistant Procedures Manual guides standard operating procedures. Students refer complaints to the Librarian, who in turn addresses the complaint or refers them to the appropriate professor, department head, or to the Dean or the assistant deans. Financial policies are directed by the Office of Financial Affairs to the C&IS Financial Officer.
VI. INTERNAL AND EXTERNAL CONTACTS (Address the responsibility for working with or through other people inside and outside the University to get results. Consideration should be given to the nature of contact and level of interactions encountered on a regular, recurring and essential basis during operations).

1. **Inside the University** (Identify with whom the incumbent regularly communicates inside the University in order to perform the duties, e.g., clerical workers, department heads, etc. Describe what the incumbent normally communicates about with these individuals. Describe how often the incumbent’s immediate work area).

   The Librarian communicates daily with:
   - Faculty and department heads about reserve materials, reference questions, class instruction and tours, use of library resources, and research.
   - Administrators and clerical staff about reference questions, reserve materials, syllabi files, archive files, ordering materials.
   - Student workers about the day-to-day operations of the Reading Room.

   The Librarian communicates as needed with:
   - Communication bibliographer, Main Library, about the acquisition of communication books and periodicals, library services, programs, and classes: reference questions.
   - University Libraries Staff about reference questions and resources.
   - Other University colleges and administrative offices to provide them with reference service and occasionally with materials.
   - Archives about material we deposit with them and researchers who use their facilities.

2. **Outside the University** (Identify with whom the incumbent typically communicates outside the University, if anyone, e.g., the public, vendors or suppliers, government officials, etc. Describe what the incumbent normally communicates about. Describe how often the incumbent communicates, e.g., daily, weekly, monthly, quarterly).

   The Librarian communicates with:
   - The public - alumni, communication professionals and businesses, authors, reporters, and researchers - weekly, answering reference questions, helping in the use of Reading Room resources (including C&IS archives), and with information relating to C&IS.
   - Periodical publishers - yearly, subscription renewals and problems.
   - Vendors - as needed, library supplies and equipment.

VII. DIRECTION EXERCISED (In this section describe the formal responsibility for the supervision of other University staff employees, student workers, temporaries and/or volunteers. If the position does not supervise, state this fact and go to the next section).

1. **Student Workers** (Identify how many, if any, are regularly supervised).

   Nine student workers. Occasionally, interns.

2. **Staff Employees** (Identify how many, if any, are supervised directly and/or indirectly, under the incumbent line of authority).

   a contract worker during the summer terms.

3. **Nature and Extent of Supervisory Responsibility** (Briefly describe the nature and extent of responsibility for supervising other employees. Indicate the scope of authority for training employees, coordinating work activities, hiring, conducting performance reviews, handling disciplinary actions, etc.).
The Librarian is solely responsible for interviewing, hiring, training, supervising, scheduling, evaluating, discipline, and termination nine work-study students for a sixty-one hour work week.

4. **Organizational Table** (List the title(s), names and pay grades of employee(s) that this position directly supervises at this time. This is to be done on the "Organizational Table," Form C, attached. Also attach in addition to Form C any current departmental/divisional organizational charts).

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**VIII. PHYSICAL DEMANDS** (Describe the physical demands of the position as measured by the amount of physical effort required to perform the work as determined by stress placed on the skeletal, muscular and/or cardiovascular system. Include description of any unusual physical effort in the job, such as standing, lifting, carrying, bending, walking, etc., and list how often, e.g., daily, weekly, etc., it occurs).

Lifting books, periodicals, boxes of computer and photocopy paper on a daily basis.

**IX. WORKING CONDITIONS** (Describe the physical demands of the position as measured by the adequacy, temperature extremes and variations, noise pollution, exposure to fumes, chemicals, radiation, contagious diseases, heights and/or other related hazardous conditions. Explain the working conditions of this position, including any unpleasant features like heat, cold, high levels of noise, prolonged or near-continuous use of a video display terminal, exposure to chemical substances, contagious diseases, etc.)

Prolonged use of video display terminals.

**X. POSITION SPECIFICATIONS** (Requirements listed in this section constitute the basis for recruitment).

1. **Education** (List the specific degrees, vocational or technical training, or post-high school course work and the field of study, if any, required to qualify for this position, e.g., formal educational level and discipline/field).

Master's degree in Library & Information Sciences, preferably with archival coursework and training

2. **Experience** (Describe the least amount, i.e., years/months, and type of work experience required, if any, for a person entering this position. Please consider only the position's minimum requirements and not necessarily the incumbent's qualifications. Also, describe how much on-the-job training and experience is/would be required for a new employee to learn all major duties and be able to do them well).

3-5 years of library work; five months to go through a semester's cycle of activities in order to organize and pace activities.

3. **Certification/Registration/Licensing** (e.g., electrician's license), etc., if any, are required to qualify for the position).
4. **Ability** (Describe other knowledge, skills, or abilities (e.g., word processing skills, mechanical aptitude) required in order to carry out the duties of this position).

- Excellent verbal, written, and research skills.
- Knowledge of Sagebrush Athena library automation system.
- Proficiency in using electronic databases and library software.
- Familiarity with communication media formats.
- Library supervisory experience.
- Ability to work independently.

XI. **OTHER SIGNIFICANT INFORMATION UNIQUE TO THIS POSITION NOT ELSEWHERE HERIN DESCRIBED.**