



Librarian 1

Job summary

The primary responsibility of the [Librarian](https://100hires.com/librarian-job-description.html) is to provide rapid delivery of information to all library users. The [Librarian](https://100hires.com/librarian-job-description.html) will identify relevant evidence-based journal articles, locate the material, verify citations, and deliver needed information in a time-appropriate manner.

Additionally, the [Librarian](https://100hires.com/librarian-job-description.html) has responsibility for the provision of teaching effective information retrieval library customers to promote the integration and utilization of information into the daily workflow.

Responsibilities

Recommend appropriate electronic resources in assigned subject areas as a member of the collection development team. This encompasses continual review and trialing usability of electronic books, journals, and emerging electronic resources

Assist with the conduction of needs assessments and gap analyses

Maintain accurate files and records

Assist cataloger with special cataloging projects on an as-needed basis

Assists the Library Director in developing, updating, and enforcing all policies and procedures

Remain abreast of information management trends by participating in professional meetings, serving on committees, and attending workshops

Adhere to the principles of service excellence for all library customers and colleagues

Attentive to safety issues in all matters

Requirements

Exhibit excellent literature database searching skills across multiple databases on various platforms

Demonstrate strong communication and presentation skills to support education and introduction of library resources

Good reference interviewing skills

Good listening skills

Ability to perceive information needs and deliver value-enhanced evidence

Apply principles of adult education in class design

Coordinate multiple projects simultaneously

Ability to set up demonstrations of relevant resources and educational platform



Librarian 2

Job summary

The [Librarian](https://100hires.com/librarian-job-description.html) performs overall daily maintenance of the library to include, including ordering, cataloging, classifying, circulation, and maintaining all library periodicals, books, and materials. Provides information and assistance on the use of the card catalog. Maintains acquisition of selected books.

Responsibilities

Maintains, organizes, and supervises the circulation of library materials.

Supervises and trains detainee library aides.

Recommends library procedures and regulations for the Center.

Selects library books, periodicals, and materials for purchase.

Develops and maintains a balanced collection appropriate to the needs of the assigned detainee population.

Conducts library inventories.

Prepares, maintains, and reports appropriate records about circulation, inventory, newspapers, and magazines.

May conduct library orientation for classes in coordination with instructors.

Assists in the preparation of library budget.

Prepares and submits special reports as required.

Performs other duties as assigned.

Requirements

Bachelor's degree in library sciences or related field or provisional/professional [Librarian](https://100hires.com/librarian-job-description.html) Certification required.

One (1) year of work experience and/or training preferred in the operation and maintenance of a small institutional library is required. Must have overall knowledge of library operations, procedures, and structures as evidenced by work experience.

Librarian 3

Job summary

The [Librarian](https://100hires.com/librarian-job-description.html) is responsible for the overall operation and direction of the Library. Plans, develops, administers, and provides information services and resources for current and projected administrative, educational, managerial, marketing, research, and strategic planning need to support Library products, services, and initiatives.



The [Librarian](https://100hires.com/librarian-job-description.html) plans to develop and manage the acquisition, cataloging, organization, maintenance, and availability of various print, non-print, and electronically-accessed resources. Furnishes accurate, timely complete, and relevant information and resources to facilitate staff decision-making and problem-solving.

Responsibilities

Develops, implements, and administers policies and procedures related to library operations, acquisition of materials, circulation, inter-library loan, and research work.

Monitors and participates in the daily operations of circulation, document delivery, inter-library loans, and collection of statistics.

Investigate, develop, and implement new information services, systems, and programs to meet changing staff information needs.

Prepares, analyzes, and administers the library budget.

Controls expenditures and maximizes resources within fiscal constraints.

Plans develops and manages the acquisition of a basic collection of materials and resources in anticipation of staff needs.

Solicits receives, analyzes, selects, and executes recommendations for new or refined information services/materials.

Requirements

The level of knowledge equivalent to that ordinarily acquired through completion of a master's degree in library and information science, with an academic background in basic science.

Five to seven years of experience in a special, medical, or research library, including two years of supervisory experience. Also, two or more years of online searching experience.

Extensive experience in online searching using databases.

Strong customer service orientation, excellent communication skills, self-motivation, and flexibility

Computer literacy required.

Librarian 4

Job summary

A [Librarian](https://100hires.com/librarian-job-description.html) is responsible for public reference services, information literacy instruction and orientations, and collection development.

Responsibilities

Provides information literacy instruction and reference services via both in-person and online formats.



Ensures instructional materials meet accessibility, universal design, and equity, diversity and inclusion best practice guidelines.

Participates in library collection development activities for books, serials, reference, media, electronic, and other material formats in collaboration with the director, faculty, and staff.

Assists with all library functions and services, including the areas of acquisitions, serials management, circulation, reserves, collection development, cataloging, material review, library statistics, physical space arrangement, reference services, web services, interlibrary loan, individual and group instruction, and library tours; conforms to institutional policies and procedures; and assists and/or organizes library outreach services, programs, marketing, and events.

Assists with occasional original cataloging and serves as back up circulation desk staff.

Assists with background research and literature review work for campus committees or other college initiatives.

Maintains appropriate records and reports on library resources, service utilization, and effectiveness, including conducting regular surveys and gathering usage statistics.

Requirements

Master's degree in Library Science (MLS) from an ALA-accredited program or pursuing MLS and nearing completion required.

At least three to five years of related work experience is required. Academic library experience preferred.

Collection development experience in a variety of subjects desirable.

Experience with electronic information retrieval systems, academic databases, and automated library systems required.

Excellent oral and written communication skills are required.

Ability to communicate in other languages desirable.

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Job summary

The [Librarian](https://100hires.com/librarian-job-description.html) is responsible for making recommendations regarding the selection and maintenance of library materials in an assigned area; performing reference work; carrying out community programs to promote the use of and interest in the library.

Responsibilities

Recommends library materials to be purchased, repaired, or discarded; may be responsible for the selection and maintenance of library materials of assigned section(s) of the collection and suggests which materials shall be non-circulating.

Performs reference work; performs research; performs readers advisory; prepares detailed bibliographies, book lists, and other information; teaches patrons to access and use digital resources.



Plans and conducts programs and outreach for children, young adults, and adults; meets with educators; visits and works with various adult and community groups to promote the use of and interest in the library.

Catalogs and classifies library material; determines and assigns main entries, cross-references, and subject headings; adapts Library cataloging records for the library and participates in determining cataloging policy.

Writes reports and correspondence; may supervise the maintenance and/or preparation of various files and records.

Plans or assists in planning and setting up displays and exhibits; assists in maintaining a pleasant and orderly atmosphere in the branch or department.

May supervise subordinate staff.

Requirements

Knowledge of Modern library methods, procedures, and techniques, and knowledge of the role of a public library in the community.

Work courteously and effectively with library patrons and outside organizations; evaluate a wide variety of library materials; educate, advise, and instruct library patrons in the use of library facilities and materials; locate information and materials; maintain files, records and prepare reports; may require the ability to supervise.

Possession of a Masters of library and information science (MLS or MLIS) degree from a library school accredited by the American Library Association.

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Job summary

The primary purpose of this position is to serve as the professional [Librarian](https://100hires.com/librarian-job-description.html) responsible for directing all aspects of a full-service library program and supervising library personnel.

Responsibilities

Directs library or information center functions to provide information services to the organization and its customers.

Performs comprehensive reference services and literature searches for library customers.

Performs original or modified descriptive cataloging, subject analysis, and classification of a wide variety of specialized information in all formats.

Responsible for the acquisition of materials for the library collection.

Manages marketing program including outreach and publicity programs and special events such as exhibits of new materials, specialized bibliographies, commemorative events, or support programs.

Responsible for planning, evaluating, and recommending the acquisition of computer software and equipment.

Performs first-level supervisory personnel management responsibilities. Structures assignments and reviews the work of



subordinates based on priorities and deadlines.

Requirements

To qualify, you must meet the specialized experience requirements described in the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions, [Librarian](https://100hires.com/librarian-job-description.html) Series, 1410.

Completion of one (1) full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree.

Librarian 7

Job summary

The [Librarian](https://100hires.com/librarian-job-description.html) is responsible for providing research and instruction services to students, faculty, staff, alumni, and others through a variety of in-person and remote methods. Serve as liaison to assigned subject areas. Participate in collection development.

Responsibilities

Provide research assistance services to library users.

Provide e-resource and systems expertise as part of a team effort to maintain access to library resources and services.

Serve as a subject specialist and liaison for assigned disciplines and maintain effective communication with faculty in liaison areas.

Maintain subject-related LibGuides.

Provide in-person and online research instruction to classes and other library users as needed.

Collaborate with library staff and GGU faculty to evaluate, select, and deselect resources.

Participate in Business Library planning, assessment, and evaluation.

Collaborate with staff in peer training and other staff development needs.

Participate in other projects and duties as assigned.

Requirements

MLS or equivalent degree from an ALA-accredited program.

At least one year of professional experience providing reference and instruction services.

Excellent oral and written communication skills, including proficiency with English grammar and spelling.

Excellent interpersonal and team collaboration skills; ability to work both independently and as a [team member](https://100hires.com/team-member-job-description.html) on a variety of simultaneous projects.

Ability to communicate with and relate to an ethnically and culturally diverse campus community.



Business resource content knowledge or willingness to learn.

Knowledge of business reference and experience providing reference support to business students and others in professional practice education.

Experience providing reference and instruction in an academic library to undergraduate, graduate, and doctoral students.

Experience providing reference and instruction to remotely-situated patrons utilizing a variety of appropriate technologies.

Librarian 8

Job summary

Performs professional-level [librarian](https://100hires.com/librarian-job-description.html) work involving selection, cataloging, reference assistance, and reader's advisory, customer services, and program coordination in providing library services to the community.

The position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues.

Responsibilities

Organizes, and makes available data, information, and creative and scholarly works; provides services that assist and instruct people in the most efficient and effective ways to identify, locate, access, and use public information and resources; provides information and interpretation concerning library services, policies, and procedures.

Performs professional library reference and research services using specialized bibliographic databases, Internet services, and Interlibrary loan resources; organizes reference services activities; analyzes and responds to difficult reference inquiries.

Circulates materials and coordinates patron services; processes book requests; researches multiple databases to determine availability of items and correct source of borrowing; administers checking in and out procedures for Library materials; authorizes and initiates book renewals; creates new patron records; provides daily supervision and training for pages, volunteers and community service workers.

Assists with collection development; reviews various sources and lists of library books & materials available, evaluates options, selects materials to meet the needs of the community, and recommends additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; monitors expenditures and budget.

Requirements

Masters's Degree in Library Science, and one year of experience in a public library environment.



A combination of education, experience, and training may be applied by Library policy.

Librarian 9

Job summary

We are looking for a [Librarian](https://100hires.com/librarian-job-description.html) to join our team.

Responsibilities

Incorporates current and emerging library teaching tools, practices, and principles.

Provides instruction (one-on-one, group setting, or online) for appropriate use of available database resources and assists patrons as needed.

Assists in the planning of library automation services and maintains contact with automation vendors and operators.

Assists in strategic planning, development, implementation, and evaluation of programs for library services.

Develops reference, circulation, and library loan policies and procedures. Maintains effective working relationships with inter-library loan partners.

Provides general consultative services in areas of budget development, library practices, procedures, etc.

Assists in recruiting, interviewing, training, supervising, and evaluating library personnel.

Requirements

Master's degree in library science or in a related field such as learning resources or information technology and at least two (2) years of related work experience.

A degree from an ALA-accredited institution is strongly preferred.

Knowledge of academic library administration, procedures and services.

Knowledge of local, state, and federal rules and regulations regarding library administration.

Librarian 10

Job summary

We are seeking a [Librarian](https://100hires.com/librarian-job-description.html) to join our team.

Responsibilities

Act as primary liaison between web, creative, media, and marketing groups to ensure assets are organized and archived as effectively and efficiently as possible



Upload, tag, and EOL assets within the digital asset management systems according to business needs and taxonomy rules

Pull reports from the tools and analyze data to provide an overview to leadership on content usage trends and behaviors and then recommend solutions accordingly

Maintain accurate procedures and records for the system

Manage upload and retrieval of English assets to our translation portal, check translations were delivered complete, ensure formatting looks similar to English, and support publishing needs for creative, content, and media teams.

Conduct monthly audits of assets to archive old and outdated files and materials

Stay informed on the latest digital asset management technology trends and innovations

Train users on digital asset management processes as needed

Requirements

Knowledge of video, image, and digital formats is essential

Extremely organized with relentless attention to detail

Excellent verbal and written communication skills

Able to effectively collaborate in a global, cross-functional team environment

Able to balance priorities in a fast-paced environment

Able to use logic to determine the correct action to take

Able to learn quickly and balance priorities in a fast-paced environment

Able to work independently and manage own workload