

I. DEPARTMENT: University Libraries

II. POSITION: Lambuth Campus Librarian

III. CLASSIFICATION: Faculty –Lecturer/Senior Lecturer

IV. NAME OF INCUMBENT: Vacant

V. POSITION No.: 0016544

VI. JOB PURPOSE:

This faculty position provides leadership and direction for the delivery of library services on the Lambuth Campus. As a member of the University Libraries' Faculty he/she coordinates collection development activities, coordinates the Library User Instruction offerings on the Lambuth Campus, and serves as library liaison to the teaching faculty on the Lambuth Campus.

His/her responsibilities focus on coordinating support and services to library users on that campus. He/she is responsible for ensuring that library services on the Lambuth Campus are in Sync with those offered on the main campus in Memphis. The Lambuth Campus Librarian is responsible for coordinating the scheduling of coverage of the library's service desks. He/she supervises the personnel of the Lambuth Campus Library and also coordinates the delivery of training for full-time and part-time staff of that library.

VII. DUTIES AND RESPONSIBILITIES

A. Assumes responsibilities as a Faculty Librarian in one of the departments of the University Libraries.

1. Supervises staff assigned to the Lambuth Campus Library.
2. Coordinates the work and the interrelationships of the team providing direct users assistance to library users.
3. Manages the schedule and the process that ensures appropriate coverage at the service desk(s) during library service hours.
4. Serves as the Libraries' liaison to other offices and units on the campus on matters related to the Lambuth Library
5. Prepares and/or interprets management reports related to the use of the services and resources of the Lambuth Library.
6. Develops mechanisms for evaluating the effectiveness and efficiency of the Lambuth Library.
7. Coordinates ongoing training and/or skill development for members of the team staffing the library.
8. Participates in providing user assistance as part of the team staffing the Lambuth Campus Library.
9. Maintains regular and open communication with library personnel and/or departments on the Memphis Campus.

B. Participates in faculty governance and provides input into library decision-making.

1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
2. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
3. Serves as collection developer and library liaison for academic departments located on the Lambuth Campus.
4. Serves on committees and task forces in the libraries, on campus, and throughout the region.
5. Participates in the Libraries' Instruction Program teaching library skills to undergraduate and/or graduate classes.

6. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.
- C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.
1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship, the broader field of information sciences, or another established area of focus and expertise.
  2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
  3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
  4. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
- D. Performs other duties as assigned.
1. Participates in library-wide projects and activities as needed.
  2. Undertakes other tasks assigned by the Department Head and/or the Dean of University Libraries.
  3. Serves on Libraries and/or University committees and task forces as assigned.

**VIII. DIRECTION RECEIVED:**

Reports to the Dean of University Libraries and/or the Dept. Head for Branch Libraries

**IX. DIRECTION GIVEN:**

Supervises the work of the staff assigned to the Lambuth Campus Library

**X. JOB SPECIFICATIONS:**

This is a 12 month, temporary faculty position that requires an ALA accredited M.L.S and at least 3 years of relevant library work experience. The successful candidate may be eligible for up to two one year renewals of the appointment. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications.

**XI. SPECIAL CONDITIONS:**

This position requires a varying work schedule and may include some evening and weekend hours. While a typical schedule might be 8 am -4:30 pm, Monday through Friday, the specific work schedule may change from week to week depending on the demands of the responsibilities of the position.

**XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS**

- A. Experience in a public service role preferably in an academic library.
- B. Knowledge of the principles and practices of high quality customer service
- C. Comfort and dexterity working with automated systems and putting them to use in a work setting.
- D. Ability to supervise the work of others.
- E. Strong oral and written communication skills.
- F. Must have good interpersonal skills and demonstrate a commitment to public service.
- G. Good organizational skills.
- H. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
- I. Must be able to assume responsibility and accomplish goals with little or no supervision.
- J. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that demonstrates commitment to continued professional growth.

- K. Ability to work effectively with a highly diverse group of faculty, staff, students, public, and coworkers in a courteous and professional manner.
- L. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues.

### XIII. WORKING CONDITIONS:

Technologically oriented academic research library with some similarity to an office environment. The position is based on the campus in Jackson Tennessee; however, it might be necessary for the incumbent to periodically travel to the Memphis campus in order to fulfill the responsibilities of the position. This position has a public service component requiring regular interaction with the general public in person, by telephone, and/or electronically. The position requires some standing, walking, and reaching in order to assist library users. The position might require the lifting of library materials weighing up to 25 pounds and the pushing and/or pulling of wheeled book carts that might weigh as much as 300 pounds. The position requires some travel to participate in professional meetings and appropriate professional development activities.