

United Auburn Indian Community

Position: Librarian

SUMMARY

The librarian coordinates all library activities under the Principal's direct supervision and guidance.

Performance will be evaluated by the Principal through direct observation, assessment and adherence to established policies and achievement of performance standards.

DUTIES AND RESPONSIBILITIES

The librarian coordinates all library activities for the United Auburn Indian Community Tribal School, including processing, inventory, distribution, maintenance, circulation, and classification of books, audio-visual and media materials; and assisting Tribal members, students, and teachers in using library and media materials available. The librarian will perform other general clerical duties and other related work, as needed or assigned.

- A. Directly responsible for the processing, distribution, maintenance, circulation, classification and inventory of books, tests, periodicals, audiovisual and media materials.
- B. Develops and implements practices and procedures for the efficient and effective operation of the Library/Media Services program.
- C. Participates in developing policies and procedures dealing with collection development and media selection.
- D. Coordinates and promotes the use of new technology and methods in Library/Media Center management and programming, and recommends use of the latest technology in planning and set-up of new libraries or library sections.
- E. Catalogs and prepares shelf lists and lists of audio-visual/media center software.
- F. Repairs and binds books.
- G. Takes annual or other periodic inventory of collections and materials, including but not limited to, books, media materials, audio visual and computer equipment.
- H. Rejects or weeds library or media center books and materials to remove obsolete, damaged or withdrawn books and other media materials.
- I. Prepares and maintains schedules for class and student visits.
- J. Works with students, teachers and Tribal members on an individual or small group basis to obtain information, prepare reports and materials, and to help them use the library or media center.
- K. Assists students, Tribal members and teachers with research and reading assignments.
- L. May train and supervise student or volunteer assistants.
- M. Answers the telephone.
- N. Prepares overdue library notices and book lists.
- O. Performs a variety of typing, record keeping, and filing tasks
- P. Maintains schedules and records of media and audio-visual materials and equipment used by teachers.

- Q. Periodically checks all audio-visual items for operability, and may arrange the repair of inoperable equipment.
- R. Maintains an appealing learning environment.
- S. Attends all staff meetings, and in-service and training meetings as required

REQUIRED EDUCATION AND EXPERIENCE

Bachelor of Arts degree in a related field and valid librarian services credential, certification as a school library media specialist, three years as practicing librarian, library automation systems experience, knowledge and experience with software used in cataloging and library computer systems.

PREFERRED QUALIFICATIONS

Master of Arts Degree in Educational Technology or Library Science from an ALA-accredited university, Teacher Certification, advanced knowledge and training in all phases of school librarianship, knowledge of library automation systems and library technology systems, good communication skills, good organizational and management skills. Direct experience working with Native American children and adults or a background in the philosophy regarding the education of Native American children.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of library methods, practices and terminology, including alphabetizing and filing methods.
- Knowledge of book acquisitions.
- Knowledge of record keeping like the Dewey Decimal System, Anglo-American Cataloging Rules, Library of Congress Subject Headings, and MARC (Machine Readable Cataloging).
- Ability to create routine statistical compilations.
- Ability to support the curriculum through collection development.
- Ability to work collaboratively with students, teachers, and Tribal members.
- Ability to allocate and manage expenditures of assigned budget funds on the basis of curricular and tribal needs.
- Ability to develop routines, usage scheduling, and procedures.
- Knowledge of organizing and processing library and technology materials.
- Ability to establish and maintain successful working relationships with fellow employees, students and Tribal members.