INVITES APPLICATIONS FOR THE
POSITION OF
DIGITAL SERVICES and
INSTRUCTIONAL LIBRARIAN
Option to work Summer Program, 6 weeks, 4 days/week, (salary based on 80%)
Initial Salary Placement No Higher than: $33,222.00 - $56,891.00
( Depending on education & experience)
Application Deadline: Open until filled

Reporting to the Director of Learning Resources, the person in this position would work on both campuses as part of the regular assignment, but would be primarily located at the Indian Valley campus. The primary responsibilities of this position is development, maintenance, and organization of electronic information sources through the Library, regardless of location. This includes the library’s interface with online courses, collection development, assisting faculty, staff and students with training, and the library’s compliance with federal, Title 5 and College of Marin requirements for access to information. This position will also work with print materials and will provide reference assistance to students, faculty, and staff.

Examples of Duties:
Facilitate electronic access of library resources and services to students, faculty and staff.

- Act as the primary liaison to the Management Information Service Department in order to coordinate the maintenance, troubleshooting and upgrades for the Innovative Interfaces/Millennium integrated library system, and other library computers and peripherals.
- Instruct library staff, faculty, and students as needed, in the use and operation of a variety of library resources such as databases and the integrated library system.
- Maintain and update the library's website
- Assess and utilize appropriate technologies for delivering library services to on-campus, remote and online students.
- Maintain the library’s online resources which may include eBooks, and research databases.
- Ensure that access to library resources and services are ADA compliant.
- Develop a system of ongoing training to support librarians’ online presence in all web-based courses.
- Act as liaison with other libraries and consortia for the purpose of enhancing resources available to COM students, faculty and staff.

Provide instruction in the use of information resources and the development of information competency skills:
• Prepare and present general and subject-specific class library orientations, including the use of the online catalog, databases, and web resources.
• Teach library/information competency skills workshops or courses
• Assess and utilize appropriate technologies for delivering instruction to on-campus, remote and online students.
• Teach library skills/research and information competency courses
• Collaborate with other college faculty in developing information competency components within their disciplines.

Collection Development:
• Assist in the selection, acquisition, and deselection of all library materials in order to maintain and enhance the library collection;
• Actively promote the use of library resources and services by assisting faculty in identifying, locating, acquiring, offering, and using library resources and services to support classroom instruction; be an effective liaison to faculty in assigned departments/programs.

Reference:
• Provide research/reference assistance to students, faculty and staff.
• Serve on regularly scheduled reference hours, including evenings and possibly weekends.
• Direct the work of classified and student personnel as necessary.
• Perform other duties as assigned.

MINIMUM QUALIFICATIONS:
A Master's Degree in library science or the equivalent. Applicants must possess a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, disabilities, and learning styles of community college students and staff.

DESI RABLE KNOWLEDGE, SKILLS AND ABILITIES:
• Experience as a reference librarian, preferably at an institution of higher education.
• Demonstrated successful reference/public service experience in an urban community college/academic or public library environment serving patrons of diverse backgrounds and needs.
• Demonstrated experience in applying technology and telecommunications solutions to the delivery of information in library environments including and electronic access equipment for library computers/peripherals. Demonstrated familiarity with creating and delivering information over a variety of computer platforms, client/server protocols and integrated library systems. Demonstrated experience maintaining and updating library web sites.
• Demonstrated experience using html, css, php, javascript and other web programming languages and tools.
- Demonstrated experience with learning management systems. Knowledge and demonstrated effective experience with current and emerging digital library technologies, and print resources required to meet the informational and educational needs of a very diverse clientele.
- Demonstrated ability to create online library materials using resources such as Wikis, web software, html, CGI, course management software and other web development tools.
- Ability to assist students, faculty, and staff in the use of computer, audiovisual, and multimedia software, mobile devices and equipment for research purposes.
- Experience or training in planning and implementing outreach and distance learning programs;
- Demonstrated ability to use an integrated library system (such as Millennium) to extract bibliographies, produce statistics, or generate reports.
- Ability to respond creatively and innovatively in an environment of rapid change.
- Ability to teach research skills, using print and electronic resources, including the Internet.
- Ability to establish effective and collaborative working relationships with colleagues, students, faculty and staff.
- Excellent written and oral communication skills.

EQUIVALENCY:
If you do not meet the required qualifications, but feel that you qualify under equivalency, please attach a separate statement presenting the basis for this claim and submit supporting evidence, e.g. transcripts and verification of years and responsibilities relative to teaching and/or occupational experience that can be evaluated by the Equivalency Committee.