

Librarian Career Ladder

	Librarian I	Librarian II	Librarian Supervisor
Grade	27	29	31
Job Class Level	Full professional level work performing a variety of librarian duties.	This is full performance professional level library work.	This is supervisory level work involving the planning, directing and coordinating a team of librarians and across campuses.
Education (Minimum)	MLS	MLS	MLS
Yrs. of Experience (Minimum)	One year of paraprofessional or professional library experience in an academic, research, or public library.	Three years of progressively responsible professional library experience in a functional area or specialized services in academic, research, or public library.	Five years of progressive experience working as a professional librarian in an academic setting with a focus on two of the following areas: information literacy instruction, research and reference services, user services, online learning and distance education, faculty outreach, or collection development
Certifications (Required)	N/A	N/A	N/A
Training (Required)	N/A	N/A	N/A
Knowledge (Required)	• Knowledge of principles and practices of library science as applied to the operation of academic libraries. Ability to instruct and assist students in the use of library resources. Familiarity with current bibliographic tools print and digital format, as well as core references resources. Knowledge of library collection development and maintenance principles. Knowledge of emerging technologies and library trends.	• Knowledge of the principles and practices of library science as applied to the operation of academic libraries. Knowledge of current bibliographic tools print and digital format, and core references resources. Knowledge of library collection development and maintenance principles. Knowledge of emerging technologies and library trends.	• Knowledge of current trends, principles, procedures, and practices in an academic library, including instruction, research and reference services, faculty outreach, and assessment. Strong knowledge of the methods and current techniques in information literacy instruction. Knowledge of community college library collection development principles and Open Educational Resources. Knowledge of budget preparation, monitoring and management. Knowledge of supervisory and management principles and practices.
Role Summary	• Participate in all aspects of a professional academic librarian's responsibilities including supporting the information needs for users.	• Participate in all aspects of a professional academic librarian's responsibilities including supporting the information needs for users.	• Plan, direct, and supervise the day-to-day operations of an assigned team of librarians for an academic area across all campuses.
Level of Autonomy	Under general supervision	Under general supervision	Under periodic supervision
Core Functions	<ul style="list-style-type: none"> • Participate in virtual reference services. • Assists with library orientation and instruction program including teaching library instruction sessions and provides supporting resources. • Assist library patrons. • Select, develop and maintain print and online library collections in assigned disciplines. 	<ul style="list-style-type: none"> • Lead/oversee a library functional area. • Provide instruction in information literacy topics to include critical research skills, information access, and use of information resources (i.e., print, on-line databases, and other on-line systems.) • Prepares and conducts workshops for faculty on using and promoting library services. • Acquire print, reference, online electronic and/or microform collections, select and remove outdated materials. 	<ul style="list-style-type: none"> • Recruit, select, train and evaluate staff, interns and temporary employees. • Provides information, literacy instruction and research assistance. • Recommend, prepare and monitor budget and expenditures. • Supervise programming activities and collection support. • Participate in developing short and long-term planning of the designated function.
Core Skills	<ul style="list-style-type: none"> • Service orientation • Proactive • Planning / coordination / organization • Time management • Verbal and written communication • Technology literacy: office suite software, ERP software, social media • May guide student assistants 	<ul style="list-style-type: none"> • Service orientation • Proactive • Planning / coordination / organization • Time management • Verbal and written communication • Technology literacy: office suite software, ERP software, social media • May guide student assistants 	<ul style="list-style-type: none"> • Service orientation • Proactive • Planning / coordination / organization • Time management • Verbal and written communication • Technology literacy: office suite software, ERP software, social media • May guide student assistants
Core Competencies (Proposed)	<ul style="list-style-type: none"> • Accuracy and thoroughness • Collaboration • Adaptable • Innovative • Integrity • Initiative • Critical thinking • Decision making / problem solving • Strive to learn • Communication • Service orientation • Anticipate stakeholders needs and take appropriate action • Leadership 	<ul style="list-style-type: none"> • Accuracy and thoroughness • Collaboration • Adaptable • Innovative • Integrity • Initiative • Critical thinking • Decision making / problem solving • Strive to learn • Communication • Service orientation • Anticipate stakeholders needs and take appropriate action • Leadership 	<ul style="list-style-type: none"> • Accuracy and thoroughness • Collaboration • Adaptable • Innovative • Integrity • Initiative • Critical thinking • Decision making / problem solving • Strive to learn • Communication • Service orientation • Anticipate stakeholders needs and take appropriate action • Leadership