Job Description

Public Services Librarian

**University Mission:** Concordia University is a Christian university preparing leaders for the transformation of society.

**Unit or Department:** George R. White Law Library, School of Law, Boise, Idaho

**Unit/Department Mission:** Within Concordia’s School of Law, Library employees oversee access, use, and upkeep of the library, while meeting the research, reference and instructional needs of the faculty, students and institution.

**Position Title:** Public Services Librarian

**Summary of the Position (how the overall goal is reached):** This is an exciting and unique opportunity to continue the growth of Concordia University’s School of Law. Concordia University School of Law received Provisional ABA accreditation in early June of 2015, and accepted its first class in the fall of 2012. This position will provide stability and support to essential library services and will directly be involved in the hands-on operation of the library and providing of essential services to law students and faculty. Prior academic law library experience is required.

In this professional role, a strong customer service orientation is essential, as well as the ability to make thoughtful decisions, carry out and/or coordinate complex tasks and policies, and a willingness to take on and learn new responsibilities.

**Staff relationships:**
- Reports to: Director of Law Library
- Supervises: none
- Hired/appointed by: Director of Law Library

**Exempt/non-exempt?** Exempt

**Level:** Faculty
ESSENTIAL RESPONSIBILITIES:

- Manages and executes all critical public services functions, including, but not limited to reference, research, and circulation (including interlibrary loan and document delivery).
- Serves as reference and research librarian for the staff, faculty and members of the practicing bar.
- Engages in formal and informal teaching of legal research.
- Works closely with the Library Director, Technical Services Librarian, and Reference Librarian to monitor the operation of the library, which may include maintenance of electronic resources and managing website and web presence.
- Assists in developing and implementing public services policies and procedures.
- Trains and manages library assistants and student workers as needed.
- Participates in Collection Development of print and electronic resources.
- Contributes to statistics and departmental reports.
- Contributes to professional conferences and publications.
- Engages colleagues at the national and regional levels.
- Other duties as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- MLS from an ALA accredited school and JD from an ABA approved law school.
- Self-directed and ability to operate autonomously.
- Strong service orientation and the ability to balance and prioritize workload.
- Willingness to learn new skills.
- Thorough knowledge of print and electronic legal resources.
- Outstanding written and verbal communication.
- Previous academic law library experience.

PREFERRED:

- Exposure to Integrated Library Systems, webpage creation/management.

Critical skills for this position:

- Excel
- PowerPoint
- Word
- Microsoft Outlook
- Graphic Design (Photoshop, Fireworks, Paintshop)
- Remote Network Access (H: drive access off campus, VPN)
- Webmail
- Network Drives

- MS Access Database
- Administrative software (Banner)
- Web Design
- Desktop Publishing

- Banner
- Internet
- Blackboard
- Ability to drive a vehicle
Physical demands of the position:
- Repetitive motions sitting at keyboard
- Rising and sitting repeatedly
- Climbing stairs
- Walking indoors or outdoors
- Ability to lift ___35___ pounds
- Ability to lift, pull, grasp, stoop and reach within an office environment
- Ability to sit for extended periods of time
- Ability to speak and hear

Assessment schedule: Position assessed after the initial 90 days, and then annually.

Attitude and demeanor of all Concordia University employees
As part of a work environment that highly values Christian education, educational excellence and service to students, all members of the community will:

1. Publicly support the mission of Concordia University
2. Communicate effectively with warmth, sensitivity, and understanding as s/he deals with administrative colleagues, teachers, students, parents, faculty, college personnel and program associates
3. Work as a team member in a professional environment
4. Possess a “service attitude” (willingness to be flexible to meet the needs of the department)
5. Have a professional physical appearance (appropriate clothing, personal hygiene, etc.)