POSITION DESCRIPTION
System Wide

To apply, submit an employment application (click here for application), resume, and letter of interest to: System Librarian
5301 S. Highway 16, Rapid City, SD 57701

**This position is located in Colorado Springs & Denver Colorado**

I. POSITION TITLE: Campus Librarian

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Campus Executive Officer and System Librarian

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: 40 hours per week including late afternoon and evening hours.

VII. MINIMUM REQUIREMENTS:

   EDUCATION: Master’s Degree in Library Science.

   EXPERIENCE: One to three years of related experience.

   PHYSICAL: Hearing, talking, listening, sight, reaching, bending, pulling, sitting, stooping, standing, walking, dialing, writing, as well as the ability to exert force to occasionally lift, move and/or carry objects up to 30 lbs.

   SKILLS EXPECTATIONS: Writing, leadership ability - Excellent communication and interpersonal skills; attention to detail, keyboarding and computer skills; good organization and planning; good follow-up required.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To provide library instruction and services to maintain a collection of library resources for the instructional programs and the university faculty and staff in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:
* A. Act as a liaison between the System Library Office and the branch faculty, students and administrators.

B. Oversee all activities in the library.

* C. Develop policies and procedures to improve operations of the library.

* D. Provide instruction in the access, use, and evaluation of library resources for individuals and groups.

* E. Supervise and train all library personnel.

* F. Plan, organize coordinate and measure work and activities of the library.

* G. Recommend and select resources that will improve the collection and function of the library.

H. Withdraw obsolete and unnecessary material in the library.

I. Inventory all resources in the library.

* J. Submit reports as needed.

K. Obtain and maintain networking resources for the library.

* L. Monitor operating budget for the library.

M. Other duties as may be assigned by the campus director.

IX. **COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:**

1. Campus executive officer and regional president.
2. Students, faculty and staff of National American University.
3. Branch directors of the National American University Library System.
4. State and national libraries.

X. **LIMITS OF AUTHORITY:** As defined by the policies, procedures, and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

*Denotes essential elements of the position.