



FOR HR USE	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
POSN Number	TBD
Grade	

D R A K E U N I V E R S I T Y  
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: LAW SCHOOL LIBRARY      TITLE: REFERENCE LIBRARIAN / ASSISTANT PROFESSOR OF LIBRARIANSHIP

REPORTS TO:      SPVR TITLE: ASSOCIATE DEAN FOR INFORMATION RESOURCES AND TECHNOLOGY

TO APPLY: Submit cover letter, resume and names of three references electronically to:  
**David Hanson**  
**Chair, Search Committee**  
[david.hanson@drake.edu](mailto:david.hanson@drake.edu)

**ESSENTIAL JOB FUNCTIONS**

- Provide reference services, including one evening per week during the regular academic year, and roving/on call reference service at scheduled times; respond to faculty requests for reference and research assistance 20%
- Coordinate reference services, including establishing the reference schedule, planning and promoting reference and bibliographic instruction services, presentations, and related Web and print publications 4%
- Provide bibliographic instruction and other programs to classes and groups 10%
- Coordinate, create, and maintain research guides in print and on the Web 10%
- Coordinate and conduct library tours 1%
- Administer interlibrary loan and document delivery services, including planning and promoting services and coordinating related Web and print publications, and oversight of services to Friends of Drake Law Library. 5%
- Oversee Information Desk staffing, including responsibility to: 20%
  - Select and supervise student desk supervisors
  - Coordinate training of student desk supervisors
  - Establish and publish schedules for student desk supervisors
  - Ensure that Information Desk is staffed for all hours the library is open
  - Help review and recommend library hours, including emergency closings
  - Coordinate maintenance of Desk Manual, including maintaining assigned portion.
- Perform faculty and professional responsibilities, including: 10%
  - Participating in library, law school, and/or university-wide committees
  - Participating in library professional activities and associations, attending meetings and workshops, reviewing professional literature related to library and legal fields to maintain proficiency in library theory and practice.
- Execute administrative duties, including responsibility to: 20%
  - Participate in planning and promoting library services; oversee development of library displays
  - Participate in developing, recording, communicating, and implementing library policies and procedures
  - Supervise Public Services Administrative Assistant and conduct performance appraisals

Maintain statistical and other records; submit monthly and other reports as requested  
Assist in collection development.

Comments:

Candidate should have:  
Experience in library reference services  
Supervisory ability and management skills  
Demonstrated administrative and organizational ability  
Ability to formulate policies and prepare reports

Please see <http://www.law.drake.edu/library/referencePosition.html> for more information.

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

**ESSENTIAL ELEMENTS**

EDUCATION: Master's degree in Library Science from ALA accredited institution. Prefer: Juris Doctor degree from ABA accredited school.  
EXPERIENCE: Moderate: 1-3 years; prefer law library experience.  
OTHER ESSENTIAL TRAINING AND SKILLS: Excellent oral, written, and interpersonal communication skills .

**SCOPE**

COMPLEXITY: Work is substantially complex and varied and requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures as well as interpret precedents.  
CONSEQUENCE OF ERROR: Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost computation, overpayment or improper utilization of labor, materials and equipment. Effect usually confined to the organization itself.  
DECISION MAKING: Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect the department or other departments within the organization. May also review decisions made by other individuals on more routine matters.  
IMPACT: Minor Impact - Minor impact on University-Wide Operations, causing some improvements or efficiencies.

**WORKING CONDITIONS & PHYSICAL EFFORT**

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.				X	
2. Lift objects weighing 21 to 50 pounds.	X				
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.	X				
6. Carry objects weighing 21 to 50 pounds.	X				
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.	X				
10. Standing for more than two hours at a time.	X				
11. Twisting or turning head or back.				X	
12. Stooping, bending, kneeling, or crawling.			X		
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.					X
15. Color vision - the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.		X			
19. Proofreading and checking documents for accuracy.					X
20. Using a keyboard to enter and transform words or data.					X
21. Using a video display terminal.					X
22. Working in a normal office environment with few physical discomforts.					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.	X				
26. Operating automobile or van.	X				
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.	X				
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects	X				
30. Other physical ability or hazard exposure required by the job.	X				