**Position Description**

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| Job Title**:** Medical Librarian |
| Department: Medical Education | Date: May 15, 2015  |
| FLSA: Exempt | Work Location: Auburn Campus |
| Employee Category: Administrative Staff | Work Schedule: M-F, 8am-5pm |
| Reports to**:** Assoc. Dean, Curriculum, Assessment, & Education | Percent Employment: 100 |
| Direct Reports: Assistant Librarian, Library Assistants (when hired) |

1. **Job Summary:** The Medical Librarian will oversee the daily operations of the Library at the VCOM-Auburn Campus. Responsibilities include oversight and management of reference and technical services, both for a small print collection and a growing virtual library. Knowledge of print and electronic subscriptions and licenses, cataloging, acquisitions, processing and evaluation of use data is expected. Experience with digitization of information and web page development is desirable. The Medical Librarian will have the opportunity to engage in the full range of library processes and services. The library staff works closely with administration and faculty colleagues to develop resources and services that meet the research and study needs of faculty, staff, and students on campus. The Medical Librarian will have significant interaction with both students and faculty, and an amicable professional demeanor is essential.
2. **Job Duties**

*Leadership*

1. Supervise, organize, and assist theAssoc. Dean, Curriculum, Assessment, & Education in the planning and operations of the Library.
2. Serve as an active member of the VCOM’s Library Committee.
3. Serve as person responsible in assisting faculty and students with research searches.

4. Serve as a principal investigator where appropriate for educational research when

 mutually agreed upon with the Assoc. Dean, Curriculum, Assessment, & Education,

the Vice Dean, Carolinas Campus, and VCOM’s Dean.

5. Participate in faculty development and faculty meetings.

6. Be familiar with and adhere to the administrative and academic practices, policies

 and procedures of the College as set forth in the *Faculty Handbook*, *College Catalog*, and

 VCOM’s Policies and Procedures.

7. Submit an annual Faculty Activity Report.

8. Attend all library committee meetings and serve as the coordinator, chair and

 recorder for the committee.

9. Provide regular reports to the Assoc. Dean, Curriculum, Assessment, & Education as

 assigned.

10. Other duties as assigned.

*Program Planning and Management*

1. Assist the Assoc. Dean, Curriculum, Assessment, & Education with development of the library budget.
2. Develop the electronic library and the access to this library within the constraints of the college, and the constraints of the product licensing agencies.
3. Acquire and obtain knowledge of all accreditation requirements with osteopathic medical college libraries.
4. Acquire and formally catalog all primary texts and collections.
5. Maintain knowledge of opportunities and seek funding for the development of the library through grants and development, where appropriate.
6. Assist with the planning and development of CME related to library use.
7. Work collaboratively with personal from VCOM-Virginia Campus.

*Community Relations/Advocacy*

1. Serve as liaison for VCOM with other libraries so to offer VCOM students increased offerings through shared resources.
2. Serve as a liaison for VCOM with other osteopathic college libraries.
3. Represent VCOM, its faculty and administration, and its students in a positive and productive manner to faculty, students, and in arenas outside VCOM, including the community served, and nationally.

*Instruction*

1. Teach within the academic program regarding literature retrieval and research, library use and other topics according to the expertise through the development learning objectives and lecture materials, and individual mentoring when required.
2. Obtain and maintain literacy in appropriate library fields.

*Campus Culture*

1. VCOM is proud of its culture of respect for others and family approach. As such, the librarian must develop consciousness regarding principles of equality, respect, and individual and collective responsibility.
2. **Required Qualifications:**

*Education*

Professional degree from an ALA-accredited library school or other appropriate degree

or equivalent experience in one or more fields relevant to library services.

*Experience*

Experience working in an institute of higher education desired.

*Other skills important to this position*

Excellent interpersonal and communications skills

Strong team player

Commitment to company values

Basic computer proficiency

1. **Preferences:** Although not essential, preferences may be given to applicants who have the following skills or attributes.

Proficiency in word processing and MS Office Suite.

Ability to multitask and complete daily work with frequent interruptions

Experience with *Scholar* software, graphic skills, and web design preferred.

The candidate shall be dependable and possess professional communication skills.

1. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands*

While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage.

*Work environment*

Office environment. Outside travel required 10% of time. The noise level in the work environment is usually minimal.

1. **VCOM core values:** The employee is expected to adhere to all VCOM polices. VCOM faculty/ staff are to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents.

I have read and understand this explanation and job description. Job description may be changed at any time.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:**

Division Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_