

POSITION DESCRIPTION
CONCORDIA SEMINARY, ST. LOUIS, MISSOURI

TITLE: Public Services Librarian

DEPARTMENT: Library Services

DIVISION: General Academics

REPORTS TO: Director of Library Services

POSITION SUMMARY:

In close and continuing consultation with the Director of Library Services, oversee and participate in those library functions that provide patrons with the necessary personal library assistance and instruction to assure maximum access to and use of library resources.

RESPONSIBILITIES:

Essential Duties:

- Assist Concordia Seminary to reach its educational outcomes by creatively addressing the library needs of Concordia Seminary's students, faculty, and staff and other library patrons
- Interview, hire, supervise, and evaluate all student workers who provide public services
- Liaison between faculty and students in regards to library services
- Manage course reserves process, including posting course book lists, each semester for all Seminary courses
- Prepare teaching materials and engage in classroom information literacy instruction as necessary and requested
- Oversee online databases and manage in coordination with Collection Management Librarian and Director, Library Services
- Develop and maintain library outreach to the community via daily announcements, social media, Libguides and other appropriate channels
- Manage the Academic Resource Center, including scheduling, hiring tutors and conducting workshops.

Ancillary Duties:

The above mentioned duties to this description are not all inclusive, other duties may already exist in order to keep this description concise. The Seminary reserves the right to include additional duties at a future time which enhance or would otherwise rationally fall under this particular position.

Revised (09/2023)

- Serve as primary point of contact for MOBIUS and WorldCat ILL requests
- Manage all MOBIUS ILL operations and maintain library patron records in Sierra
- Assist all higher level patron contacts/requests
- Be the library liaison to Creative Services and Communications in maintaining content and presentation of library's web page and public relations
- Coordinate with publisher in cases of special access needs (e.g., visually impaired, ESOL)
- Coordinate with appropriate campus departments for special events held in the library

QUALIFICATIONS:

KNOWLEDGE, SKILLS, ABILITIES:

- Skilled in interpersonal relations
- Ability to communicate and provide instruction to staff and student workers
- Knowledge of reference sources in theology
- Knowledge of relevant computer technology
- Knowledge of Biblical languages and/or German and/or Latin preferred
- Skilled in teaching
- Ability to participate in the design and maintenance of the library Web page

TECHNICAL SKILLS:

- Ability to use appropriately the library's current Integrated Library Service system
- Demonstrated proficiency in Microsoft Office products as well as web-based databases

EDUCATION:

MLS, MLIS or equivalent degree in Library Science

Bachelors or Master's Degree in theology preferred

EXPERIENCE:

Public service library experience preferred

Two years management experience preferred

POSITIONS SUPERVISED:

The above mentioned duties to this description are not all inclusive, other duties may already exist in order to keep this description concise. The Seminary reserves the right to include additional duties at a future time which enhance or would otherwise rationally fall under this particular position.

Revised (09/2023)

Coordinator, Circulation Desk

Student Workers

The above mentioned duties to this description are not all inclusive, other duties may already exist in order to keep this description concise. The Seminary reserves the right to include additional duties at a future time which enhance or would otherwise rationally fall under this particular position.

Revised (09/2023)