| **Date** | **Position #** | **Position Title**  | **Reports To:** |
| --- | --- | --- | --- |
| 7/23/2025 | FL9995 | Web Services Librarian | FA9978 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Academic Affairs | Library | Pay Based on FT Librarian Schedule | 25-4000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[ ]  | **Bargaining Unit:** MAHE | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| Provides leadership and direction for the management, design, development, maintenance, and quality control of the library website. Participates in faculty librarian activities including in-person and virtual reference assistance, information literacy instruction and outreach, collection development and the creation of resource guides. Works effectively with other faculty and staff in a rapidly changing team environment. Participates in department, division, and college-wide committees. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 30 | 1 | **Web Services*** Provides leadership for the management, design, development, maintenance and quality control of the library website and the library’s presence in the course management system and college portal including, but not limited to:
	+ Chairs the Library Web Improvement Team
	+ Collaborates with library content developers to create and maintain quality content, ensuring that the website remains current.
	+ Serves as web design and format editor to ensure that information is presented in a clear and consistent manner.
	+ Leads the development, implementation, and evaluation of research guides and interactive online tutorials.
	+ Promotes and publicizes website resources and services.
	+ Trains and supports staff in the use of web tools and technologies.
	+ Troubleshoots website technical problems.
	+ Evaluates the effectiveness of the library website.
	+ Compiles, analyzes and submits data/statistics used in the evaluation of the library website.
	+ Tracks trends in new technologies which have an impact on the library website and provides leadership in evaluating, adopting and implementing appropriate new practices and technologies which improve and or expand online services.
	+ Identifies and shares strategies, techniques and best practices for using emerging technologies to engage learners and staff.

Serves on department, division, and college-wide committees to integrate library resources.  |
| 25 |  | **Reference and Teaching Effectiveness** * Provides reference service with the goal of teaching information literacy skills rather than simply providing answers to questions.
* Conducts successful reference interviews to determine and understand the needs of library users.
* Employs the skills and steps in the reference interview process including: paraphrasing, asking open questions, clarifying, verifying, acquiring needed information, follow-up, and ending the interview.
* Places the primary emphasis on student learning in the design, delivery, and evaluation/assessment of information literacy sessions.
* Provides motivation to learn via:
1. thorough planning
2. enthusiasm for subject matter
3. appropriate climate for learning within the classroom
4. relevant and current course content
5. understanding of individual differences and learning styles
* Understands the various levels of preparation represented in the typical classroom and communicates well to the various levels.
* Facilitates and paces instruction to maximize learning.
* Provides students and instructors with learning outcomes for information literacy sessions.
* Understands and adapts teaching to various learning styles present in the classroom as demonstrated in the presentation of course materials and assessment of student learning.
* Conducts classroom assessment techniques to check for understanding and learning.
* Designs and implements instruction that reflects the relevance and conveys the value of information literacy to student’s academic studies and to the everyday world.
* Utilizes varied instructional delivery modes.
* Conveys the goals and learning outcomes of the library instruction session.
* Establishes and communicates expectations for students.
* Understands and successfully uses learning technology.
* Fosters higher-level learning with an emphasis on analysis, problem solving and critical thinking.
* Makes contact with students, recognizing them as individual learners.
* Listens to students and encourages them to actively participate in the research and learning process.
* Demonstrates respect, care, and empathy for students.
* Encourages students to believe they can learn successfully; shows confidence in them.
* Is flexible switching from one teaching approach to another when things don’t work, yet keeps the objectives of the student’s needs in sight at all times.
* Is enthusiastic about the subject matter in the classroom and at the reference desk, and shares the joy of learning with students.
* Maintains a sense of humor and humanity when working with students.

Encourages student growth and celebrates student success.  |
| 15 |  | **Liaison and Collection Development*** Contributes to the growth and development of assigned liaison/academic areas by working collaboratively with teaching faculty.
* Selects materials to support curricula and serves as a first point of contact for information about library resources and services.

Supports departments going through the accreditation process. |
| 10 |  | **Professional Development*** Maintains a current knowledge of academic library trends.
* Maintains a current knowledge of research in the area of reference, teaching, and learning.
* Incorporates new knowledge into reference, instruction, and coordinative area.
* Demonstrates a commitment to the ongoing growth and development of students and fellow staff members alike.
* Participates in professional development activities.
* Maintains ties with professional organizations.
* Demonstrates a continuing engagement with the learning and scholarship of their area of specialization.

Strives to be on the cutting edge of professional content knowledge and methodology |
| 10 | 6 | **Support of College, Community Initiatives** * Is fully committed to the mission and values of Lansing Community College and participates actively in the shared governance system.
* College mission may include, but would not be limited to:
	+ College Assessment Activities
	+ Recruiting/Screening Faculty
	+ College Projects and Activities-Participation and Leadership
	+ College Committee Participation/Leadership
	+ Advisor Committee Participation
	+ Professional Participation innovation in Instruction
	+ Presenting or Consulting in Areas Related to Field
	+ Service to Community on Behalf of College
	+ Library Program Coordination/Leadership
	+ Facilities Development
	+ Relevant work Activities (contributory to college role or institutional image)
	+ Participation in Community Education Committee(s)
	+ Artistic/Creative Accomplishments Related to Fields
	+ Assistant to Other Faculty and Staff
	+ Participation in College Sponsored Events
 |
| 5 | 7 | **Professional Qualities and Abilities** * Serves as a role model of good written and oral communication skills and good time management skills.
* Possesses a positive attitude; able to see good in self and others.
* Shows flexibility including the acceptance of and willingness to change; sees change as an opportunity for growth.
* Seeks improvement over time by taking risks and trying new things.
* Knows and acknowledges personal limits.
* Displays self-discipline and a strong work ethic.
* Accepts responsibility for professional and personal growth.
* Demonstrates commitment to be a productive and supportive member of the college community.
* Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results.
* Accepts criticism gracefully and uses it as an opportunity for growth.
* Handles conflict effectively.
* Inspires others; sets an example of professionalism both within the college and the community.
* Leads and/or follows as circumstances require.
 |
| 5 |  | **General Responsibilities*** Supports the library customer service philosophy, mission, goals and objectives.
* Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner.
* Consistently meets work schedule, assignments, and commitments in support of the department including the possibility of working evenings and weekends.
* Treats all members of the college community with dignity and respect.
* Works through established channels to resolve problems.
* Participates in activities designed to promote attainment of the college vision and its missions.
* Participates in departmental program planning and improvement activities as requested.
* Meets requirements of the faculty evaluation plan in a timely manner and with the intention of maintaining teaching effectiveness, professional development and support of college/community initiatives.
* Attends Commencement.
* Attends and participates in department and divisional meetings.
* Learns and complies with all college policies.

Upholds and enforces the student code of conduct. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Type here |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** Master’s Degree in Library Information Science from an ALA accredited institution or related field.
* Recent library reference experience.
* Familiarity with library catalog and web-based technologies.
* Ability to envision and champion the creative use of emerging technologies to enhance the delivery of library services.
* Fluency in HTML and CSS.
* Teaching or information literacy instruction experience.

**Preferred*** Experience working in a team based environment.
* Experience working in a management or leadership position.
* Excellent oral and written communication skills.
* Strong customer service focus and commitment to service excellence.
* Commitment to engage in continuing professional development.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** John Szilagyi **Supervisor’s Signature:**  **Date: 7/18/2025**

**Dean/ELT’s Name:** Sally Welch **Dean/ELT’s Signature:** \_\_\_\_\_\_7/24/2025\_\_\_\_\_\_**Date:**

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_\_7/23/2025\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** FL9995 **Date:** **7/23/2025 Supervisor’s Position #:** FA9978

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[ ]  Grasping

[ ]  Stooping

[ ]  Crawling

[ ]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises