



## ESCCO – COUNCIL OF GOVERNMENTS

### OCALI

### JOB DESCRIPTION

## CLEARINGHOUSE LIBRARIAN

#### Minimum Qualifications:

- Preferred: Master's degree from an ALA accredited university in Library and Information Science.
- Extensive and successful experience and knowledge of library science, sources and databases; library practices and procedures; online catalog systems; online searching techniques
- Strong commitment to high quality public service in a customer service-oriented environment, with strong history of establishing positive public relations and effectively interacting with staff and community.
- Excellent verbal and written communication skills
- Experience and proficiency in Google Suite, Microsoft Office Suite, Library Management Systems, PO systems, Assistive Technology software, and apps. Apple iOS and OS programs, Windows OS, and Chrome OS.
- Ability to adapt to and master new software and emerging technology.
- innovative thinker, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission
- Self-directed professional, with strong analytical, organizational, and problem-solving skills
- Strong ability to work on multiple tasks simultaneously and to assign priorities effectively
- Team player who values the success of the overall group yet works well independently
- Ability to perform all aspects of the job with fairness, equity, patience, discretion, and confidentiality.
- Ability to establish and maintain collaborative effective working relationships with supervisors and subordinate staff, division directors and managers, public officials, and state agencies
- Manages and organizes processes and workflows
- Ability to host virtual meetings and conduct virtual trainings as needed
- Ability to stand, sit, bend, possibly kneel to retrieve books and devices from high and low shelving.
- Ability to regularly lift items that may be up to 50 pounds, and occasionally push and pull large book carts of up to 100 pounds

- Ability to independently travel within the state for work related duties, meetings, and professional development when needed
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Senior Director: Research, Quality Assurance, and Program Impact and Program Director AT & AEM Center

**Job Objectives:**

The clearing house librarian will disseminate resources through OCALI's library/clearinghouse consisting of books, assistive technology, and media. OCALI provides these resources to the entire state through its online system. In addition, OCALI houses the K-12 large print and braille library for the state.

**Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Serves as librarian for OCALI's clearinghouse working the front reference or circulation desk, ensuring accuracy and accountability with all aspects of customer interaction with the library.
- Demonstrates knowledge of library science, sources and databases; library practices and procedures; online catalog systems; and online searching techniques in the daily aspects of the work
- Effectively uses all aspects of the online data management system for the libraries including the American Printing House for the Blind (APH) aspects of the clearinghouse.
- Develops and maintains the collection by conducting inventories
- Independently and collaboratively researches, evaluates, and recommends library materials to assist in maintenance and upgrading circulating collections
- Assists and collaborates in evaluation and selection of items for the various collections (books, periodicals, audiovisuals, assessments, AT devices, software, apps, etc.)
- Monitors circulation of materials providing data for monthly reports
- Develops library guidance documents
- Acquires and organizes library materials for convenient access
- Maintains confidentiality of patron records and other information
- Contributes to the development of library website
- Provides marketing support via social media, articles, other promotional materials
- Promotes library services at events, conferences and tours

- Maintains knowledge of library trends and best practices
- Independently travels within the state for work related duties, meetings, and professional development when needed
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020