



POSITION DESCRIPTION

North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

(#'s 1-12a must match HRMS or left blank and include a Position Request/Change form)

1. Name of Employee:		1a. EmplID #: 1198126	
2. Position #: 00015346	2a. Dept. ID #: 2030	2b. Current or Recommended Salary: \$ 50,000.00	
3. Band #/Title: 3000: Professional		3a. Job Family #/Title: 3405: Educational Services Professional	
4. Functional Title: Scholarly Communications & Social Sciences Librarian			
5. Please check all that apply			
5a. Type of position:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time	IF Part-Time, FTE Percentage: _____%	
5b. Length of Position:	<input type="checkbox"/> 9 month <input type="checkbox"/> 10 month <input type="checkbox"/> 11 month <input checked="" type="checkbox"/> 12 month	<input type="checkbox"/> Other Month _____	
6. Institution: University of North Dakota		7. Division: Academic Affairs	
8. Department: Chester Fritz Library		9. Unit: Reference & Research Services	
10. Work Mailing Address: Chester Fritz Library 3051 University Ave Stop 9000		11. Work Phone: 777-6326	
12. Name & Title of Supervisor: Sally Dockter, Head, Ref. & Research Services		12a. Supervisor Posn # : 00014403	
<p>13. What is the function/mission of your department?</p> <p>The Reference Department is a team-oriented unit responsible for providing direct assistance and guidance to library users by identifying appropriate resources to solve their information needs. Departmental responsibilities include selecting and maintaining an interdisciplinary collection of reference materials; conducting collection development and liaising with faculty representatives; reviewing and recommending access to online reference sources and other resources; verifying difficult citations and library holdings for interlibrary loan; maintaining statistics of department activity; providing reference services in person, by phone, and via chat providing instruction and producing guides on how to access and utilize the services and collections of the Chester Fritz Library, including its web pages, the library catalog, databases, reference materials, and subject research guides. Librarians in this department act as Bibliographers for specific academic disciplines and assist in the development of a strong and balanced library collection that supports the teaching and research mission of the University. In addition, they provide specialized reference, instruction and assistance with scholarly publishing to their assigned departments.</p>			
<p>14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)</p> <p>To serve as an authority on emerging and evolving trends in scholarly communications and on social sciences methodologies and research, and to recommend initiatives that could be undertaken to support evolving needs. To serve as a member of a dynamic team providing direct assistance and guidance to library users through reference and instructional services. To serve as a bibliographer for specific academic departments, assisting in collection development.</p>			
<p>15. Is this position essential during emergencies/closures? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)</p>			

PART A - 16. Duties/Responsibilities

⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?

If the answer is yes, the duty is “essential”.

- What is the percentage of time spent on the function?

If the answer indicates a great % of time, the duty is probably “essential”.

- What are the consequences to others or the institution of a failure to perform the function?

If the answer indicates a high level of accountability, the duty is “essential”.

NOTE: See Position Description Instructions and examples.

Duty/Responsibility No. 1	Percent of Time 30	Statement of duty/responsibility (used for evaluation/review of performance): Scholarly Communications Campus Liaison
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ol style="list-style-type: none"> 1. Work with departments and research centers on campus to provide education and outreach about new trends in scholarly communications and data transparency and availability. 2. Conduct outreach to faculty and students on tools to enhance their digital identity, such as unique scholarly identifiers, institutional repositories, blogs and academic social networks. 3. Act as the authority on research metrics associated with scholarly communication. 4. Serve on UND’s Open Educational Resources (OERs) Working Group, and assist faculty in finding, evaluating, selecting, and utilizing OERs. Promote OERs and Open Access as appropriate. 5. Work with UND Legal team to educate campus on author rights, copyright, and related topics. 6. Work cooperatively with the Digital Initiatives and Library Systems and Services Department to establish policy and develop services for the digital preservation of scholarly output on campus. 7. Recommend new projects, initiatives, services, and resources to support emerging needs in scholarly publishing and communications. 		

Duty/Responsibility No. 2	Percent of Time 20	Statement of duty/responsibility (used for evaluation/review of performance): Provide reference and research services.
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ol style="list-style-type: none"> 1. Work scheduled hours at the Reference Desk assisting patrons in identifying, accessing and interpreting library and other information resources. 2. Instruct patrons in using electronic resources, such as the library catalog, subscription databases, and other online resources, and in using the print reference collection. 3. Answer questions received in person or remotely, such as by telephone, e-mail, chat, postal mail, or other methods. 4. Direct or refer users to more appropriate resources outside of the Library as necessary. 5. Keep Research Guides updated in assigned subject areas and related areas. 6. Conduct database searches in appropriate areas to assist users with research or to answer reference questions. 7. Provide advanced reference and bibliographic service in assigned subject areas of specialization. 8. Schedule individual research appointments with faculty and students from assigned departments as needed. 9. Verify difficult Inter-Library Loan requests in assigned subject areas. 10. Attend Reference meetings and work cooperatively with department staff to identify and solve problems and plan for improved services and resources. 11. Evaluate and make recommendations concerning the selection and implementation of new technologies to enhance reference services and instruction. 12. Evaluate and make recommendations concerning the selection of general and subject specific print and electronic reference resources. 13. Promote Reference services and other library services to the University and community. 		

Duty/Responsibility No. 3	Percent of Time 20	Statement of duty/responsibility (used for evaluation/review of performance): Act as bibliographer for specified academic departments; responsible for collection development/management for assigned social science areas of the collection as well as the general reference collection.
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ol style="list-style-type: none"> 1. Confer with faculty liaisons and faculty from assigned academic departments about information needs, existing resources, and departmental materials budgets, and acquisition procedures. 2. Keep informed of the departments' curriculum and research interests and keep the departments informed of developments in the Library. 3. Promote faculty usage of library resources. Encourage faculty to promote library resources to their classes. 4. Encourage user education sessions for their classes and referrals to their subject librarian. 5. Stay abreast of publisher and vendor activities in assigned subject areas. Consult notifications and reviews of materials available for purchase and assist faculty in selecting materials within their budget, striving to ensure the collection adequately supports the curriculum. 6. Provide faculty with new book notifications and reviews as requested. 7. Create a desiderata file for materials for when supplemental monies become available for library materials. 8. Input selections into the YBP Gobi system and submit orders folders to Acquisitions. 9. Monitor departmental allocations, encumbrances, and expenditures, keeping faculty liaisons informed as needed. 10. Assist departments with collection assessment reports by reviewing the existing collection in assigned subject areas. Collection analysis may also be requested by the Head of Collections. 11. Inspect damaged materials and recommend mending, binding or withdrawal. 12. Make recommendations for additions or withdrawals of material from the general reference collection. 13. Serve as a member of the Collection Development Committee, by attending and positively contributing at meetings 14. Respond to special requests of the Head of Collections and assist with special projects. 15. Evaluate gift materials in assigned subject areas. 		

Duty/Responsibility No. 4	Percent of Time 20	Statement of duty/responsibility (used for evaluation/review of performance): Participate in Library's information literacy instruction program.
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ol style="list-style-type: none"> 1. Instruct classes in research techniques as requested by academic departments in assigned subject areas of specialization. 2. Promote instructional services to assigned departments. 3. Conduct general library tours and specialized library presentations as requested by the Information Literacy Coordinator. 4. Work with the Off-Campus Instructional Services Librarian, to assist distance and online students and faculty with access issues to Library resources. 5. Provide individual research appointments with students and faculty within assigned subject areas. 6. Develop and create research guides and tutorials for the collection as needed, focusing on assigned areas of expertise. 7. Keep current of recent developments in information literacy/ instruction pedagogy to recommend improvements to services. 		

Duty/Responsibility No. 5	Percent of Time 10	Statement of duty/responsibility (used for evaluation/review of performance): Participate in professional activities and development and other duties as assigned.
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ol style="list-style-type: none"> 1. Participate in meetings, conferences, workshops, or webinars, locally, regionally, nationally, and internationally as appropriate. 2. Accept opportunities to participate on committees, make presentations, and publish appropriate research or library accomplishments. 3. Keep current on the latest developments in the field of academic librarianship and related areas of interest through reading the professional literature and through electronic communication tools, such as discussion lists, blogs and other technologies and by attending training sessions and webinars on new technologies and resources. 4. Promote the library, its services and collections to the University community and beyond. 5. Contribute to the positive advancement of the profession and status of the University and its Libraries. 		

**PART B – Required Experience,
Characteristics and Ability**

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)

<p>REQUIRED EDUCATION/TRAINING (choose one)</p> <p><input type="checkbox"/> less than high school diploma <input type="checkbox"/> high school diploma or GED</p> <p>COLLEGE LEVEL (choose one) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/> 4 year <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's</p> <p>GRADUATE LEVEL (choose one) <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year <input type="checkbox"/> post-graduate</p>	<p>Major field of study or degree emphasis (accounting, economics, etc...)</p> <p>Library or Information Science</p> <hr/> <p>Specialized subject knowledge (cost accounting, MACRO economics, etc.)</p>
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Minimum Qualifications:

- Experience with Microsoft Office Word, Excel and Outlook, Integrated Library systems, research databases.
- Graduate master's degree from an American Library Association accredited program.
- One year of relevant academic or research library experience.

Valid Driver's License

Other License(s) or Certification(s) _____

Preferred Qualifications:

- Experience with and knowledge of scholarly communication and publishing
- Experience providing reference services.
- Degree or coursework in the social sciences.
- Experience in instruction in an academic or research library
- Knowledge or experience in collection development.

Competencies required: (i.e. ability to..., demonstrated leadership skills, strong communication skills)

- Strong communication skills, planning, problem solving, ability to work well with students, faculty and staff.
- Strong commitment to customer best practices.
- Strong organizational and time management skills.

Work safety requirements:

- Follow safety rules and promote safe behavior
- Help identify unsafe working conditions and notify supervisor or Office of Safety
- Ensure the safety policies and procedures are being followed
- Report incidents and near misses to supervisor or Office of Safety within 24 hours
- Complete all required safety and other mandatory training requirements

Work habit requirements:

- Attendance and punctuality consistently maintained; follows correct procedures for notification
- Use work time appropriately for work activities; attend meetings promptly
- Demonstrate flexibility in scheduling and accepting work assignments
- Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases
- Remain calm, professional, and collegial in all circumstances

2. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS		
Position Number	Job Family and Title of Persons Supervised	FTE
	TOTAL	
3. INDIRECT SUPERVISION:		Total number of classified positions indirectly supervised:
Total number of student employees or other non-classified employees indirectly supervised:		0

4. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Repetitive activities such as: keyboarding; lifting library materials Eye and muscle strain due to intense use of computers
	Precautionary measures taken to avoid those unusual or hazardous working conditions: Frequent breaks from repetitive motion activities and stretching exercises are encouraged (several minutes per hour) or changing tasks; Ergonomically appropriate equipment is provided; Supervisor guidance and workshops are given about proper body alignment, equipment, lifting procedures, repetitive motions, ambient lighting, etc.; Occupational training and assessments are provided through UND's Workmen's Compensation Claims Office to provide individual work site evaluations/observations with attention given to specific tasks; Employees and supervisors are encouraged to report musculoskeletal disorders, symptoms, or hazards using UND safety forms
	Frequency of occurrence of unusual or hazardous working conditions: Daily

5. This position is classified as:		
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (eligible for overtime)		
Executive <input type="checkbox"/> Meets FLSA Salary Requirements	Administrative <input type="checkbox"/> Meets FLSA Salary Requirements	Professional <input checked="" type="checkbox"/> Meets FLSA Salary Requirements
<input type="checkbox"/> Primary duty is management of the enterprise or recognized department/subdivision <input type="checkbox"/> Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees	<input type="checkbox"/> Primary duty is office/non-manual work related to management policies/general business operations <input type="checkbox"/> Work directly related to academic instruction or training	<input checked="" type="checkbox"/> Primary duty is work requiring knowledge of advanced type in science or learning <input type="checkbox"/> Work is original and creative in a field of artistic endeavor <input type="checkbox"/> Work is teaching in educational institution <input type="checkbox"/> Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities
<input type="checkbox"/> Customarily and regularly directs the work of two or more other employees	<input type="checkbox"/> Customarily and regularly exercises discretion and independent judgment in matters of consequence	<input type="checkbox"/> Work requires consistent exercise of discretion and judgment

6. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		✓		
Walk		✓		
Sit			✓	
Use hands dexterously (use fingers to handle, feel)			✓	
Reach with hands and arms		✓		
Climb or balance		✓		
Pulling/Tugging/Twisting		✓		
Stoop/kneel/crouch or crawl		✓		
Talk or hear				✓
Taste or smell	✓			
Lift & carry: up to 10 pounds			✓	
up to 25 pounds		✓		
up to 50 pounds	✓			
up to 75 pounds	✓			
up to 100 pounds	✓			
more than 100 pounds	✓			
Other (Please Explain):				

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

Employee's Signature

Date

Supervisor's Signature

Date

PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART