Notice of Opening
Reference / Periodicals Librarian

Position Duties and Responsibilities
The Reference / Periodicals Librarian is responsible for providing leadership and direction of the periodicals collection and its services. As part of the reference team, evaluates and selects print and electronic publications. Works with vendors and publishers to acquire and renew print and electronic sources. Manages the budget for the periodicals and electronic databases. Responsible for the management of the library print service, including supervision and training of students. Coordinates with Systems staff for maintenance of print service computer equipment. Supervises the Librarian Assistant II in the daily operations of the unit, including check-in, claiming, binding, shelving and related tasks. Responsible for the maintenance of the microform equipment. Shares daytime reference desk responsibilities with other reference librarians. Works nights and weekends in rotation with all the librarians. Teaches classes as part of the library instruction program. Participates in selection of reference materials and materials for the general collection.

Qualifications
Required: An ALA accredited master’s degree in Library Science (or equivalent).
Preferred: Periodicals subscription management experience, including print and electronic journals, budgets, vendor relations and binding. Experience with evaluating, acquiring and managing electronic databases. Experience with library online systems. Supervision of full-time and student employees. Demonstrated commitment to public services. Experience in library instruction. Strong communication and interpersonal skills. Master’s degree in another academic field.

Terms of Appointment
Permanent full-time faculty position, tenure-earning, with a twelve month appointment. Salary from a base of $37,500.

Application deadline
Send letter of application, resume, and contact information for three current professional references by February 1st, 2005.

Contact person
Cynthia Pfannenstiel, Chair
Reference / Periodicals Librarian Search Committee
Leonard H. Axe Library
Pittsburg State University
Pittsburg, KS 66762

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