



## **LIBRARIAN / MEDIA SPECIALIST**

**Job Title:** Librarian / Media Specialist

**Opening Date:** July 17, 2017

**Location Name:** St. Ignatius School

**City:** Portland

**State:** OR

**Zip:** 97206

**Job Number:**

**Job Category:**

**Position PTE:** Part Time

**Term of Service:**

### **Position Summary:**

Provides library/media services to assist with the informational and educational needs of the school program. Administers the school library program, which includes archival functions and the school periodical and subscription program.

### **Essential Job Functions / Major Responsibilities:**

1. Provides annual assessment of information needs of the library users in order to effectively manage and update library services.
2. Provides reference service, including assistance with literature searches, bibliographies, and answering reference questions. Maintains competence in appropriate technology, including internet usage.
3. Maintains and continues development of a usable library collection to fulfill the informational needs of the staff and students.
4. Prepares and updates procedures for library usage.
5. Works collaboratively with associated committees and staff regarding the school library and its activities.
6. Initiates new service to increase the use of the library collection and to add to the educational capabilities of the library, within budgetary limits. Evaluates service and implements or discontinues service(s) and programs as needed in consultation with the principal.
7. Maintains a working knowledge of, builds, and arranges specialized information resources.



8. Catalogs and classifies library materials.
9. Orients library users to the library and its services.
10. Supervises the circulation of library materials.
11. Attends educational programs and reads literature to stay informed of new developments in the library media field.
12. Provides for computerization of the acquisition and cataloging function.
13. Maintains and stores items of historical/archival importance to the school or its development.
14. Inventories and maintains audiovisual equipment.
15. Exemplifies and implements appropriate library behaviors (e.g. proper care of materials, studious environment, cooperative interaction).
16. Coordinates with outside agencies for services and information.

**Specific Job Skills:**

1. Works both independently and as a member of a team.
2. Exhibits good verbal and written communication skills.
3. Organizes events and materials in a successful manner.
4. Organizes ideas and presents them in a clear and concise manner.
5. Demonstrates personal qualities of sound judgment, social competency, and/or adaptability, self-confidence, emotional maturity, initiative, enthusiasm and/or resourcefulness.
6. Prioritizes workload to meet program requirements.
7. Is flexible, creative and responsible.
8. Identifies problems and their solutions.
9. Establishes and maintains working relationships based on mutual confidence and respect.

**Education and/or Experience:**

1. Degree in Library and Information Science with a minimum of 2 years' experience. Comparable combination of education and experience will be considered.
2. Knowledge of library administration, its policies and procedures, and the proper resources to meet information needs. State certification in Library/Media Instruction preferred.
3. Practicing Catholic preferred.
4. Bilingual in Spanish preferred.

To apply, please send resume and cover letter to Julie Frangipani at [jfrangipani@stignatiusschool.org](mailto:jfrangipani@stignatiusschool.org).