



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language, Early Childhood Education
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: IMLS Librarian
CLASSIFICATION: Non-Exempt
DEPARTMENT: Tuniwa Nobi Family Literacy
FUNDING SOURCE: Institute of Museum and Library Services (IMLS)
SUPERVISOR: Family Literacy Manager
PAYRATE: \$ 19.00 per hour (less than 20 hours a week)

Position Summary:

Under general supervision of the Manager and Inyo Coordinator of Family Literacy, serves as the Librarian for the *Institute of Museum and Library Services* (IMLS) Enhancement Grant and will have the responsibility, accountability and overall management of library resources and staff. Assist the needs of the partners of the *Cultivating an Understanding of Literacy and Traditional ways Using Reading and Education* (CULTURE) program. Works with Project Coordinator to Develop and maintain a library repository/archival system. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Assists, designs, and develops a library repository/archival system.
- Establishes and maintains a repository/archival system of items including but not limited to print, photo, video, audio, data, CD's, DVD's, documents, books and other curriculum and materials pertaining to CULTURE.
- Maintains and oversees the IMLS budget
- Oversee graphic design projects using a variety of computer software for various CULTURE partners, entities, tribal members and communities.
- Considers cognitive, cultural, physical, and social factors in planning and executing designs for the CULTURE partners and target audiences in order to support goals and objectives.
- Develops overall technology assessments and plans based on customer, library and staff needs.
- Identifies vendors for various purchases of library materials.
- Attains bids for library materials, and various supplies as needed.
- Provides administrative support regarding documentation of CULTURE program activities, schedules and promotional materials.
- In collaboration with Project Coordinator, keeps abreast of new library technologies and principles by conducting research and conferring with representatives of partner agencies and related organizations.
- Reviews all library purchases for correct content relative to CULTURE.
- Ensures purchase of complete, accurate, and effective CULTURE library materials.
- Effectively communicates with internal and external customers via email, telephone and fax.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

College level courses in Library Science, Business Administration, Marketing, Communications, or a related field; Three years' work experience in library operations, literacy or education, with supervisory experience preferred; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Skills, and Abilities:

- Knowledge of all aspects of libraries, including functions, setup, cataloging, inventory, and marketing of library activities.
- Knowledge of library startups.
- Knowledge of library archival systems.
- Knowledge of the Native American community and sensitivity to Native needs.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in utilizing graphics and desktop publishing.
- Ability to relate to library patrons of all backgrounds and ages.
- Ability to direct, train and supervise subordinate staff.
- Ability to exercise leadership and motivational skills.
- Ability to establish effective working relationships with community organizations.
- Ability to communicate effectively in the English language, both verbally and in writing with staff and the general public.
- Ability to service customers in a professional appearance and manner.
- Ability to apply basic mathematical skills.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; stoop, kneel, crouch, or crawl; and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDL pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

Note:

This is a two-year grant-funded position. There is no guarantee of continued employment after the grant period.