

Librarian Temporary Pool  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=143639>

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Posted Jul. 2, 2020, removed Aug. 22, 2020

<b>Job Title</b>	Librarian Temporary Pool
<b>Department</b>	Library & Learning Services
<b>Institution</b>	Community College of Allegheny County Pittsburgh, Pennsylvania
<b>Date Posted</b>	Jul. 2, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Library
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**Job Description**

Librarian Temporary Pool

Position Title: Librarian Temporary Pool

Department: Library & Learning Services

Campus: College Wide

Additional Information: This posting is a pool and not for any specific position. Job duties listed in this posting are general in nature and will vary depending on location. Specific job duties will be explained during interview. This is a temporary part-time position with option for medical benefits at full employee cost..

Transcripts: Applicants must electronically attach scanable unofficial transcripts when applying to this

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posting.

Work hours (for hourly positions): Days and hours vary according to class schedule and the needs of the College and Department.

Salary Grade: N/A

Job Category: Adjunct/Faculty

Employment Type: Temporary Part-Time

General Summary: To use current technology necessary to provide quality library services.

Requirements:

Master's degree in the field of library science from an American Library Association (ALA) accredited graduate program; three years of professional library work preferred; including a knowledge of information, public, and circulation services procedures; knowledge in the use of computers in contemporary library services; familiarity with materials processing; and academic library instruction experience. Academic library experience preferred.

Duties:

1. Provide reference and research assistance to individuals.
2. Assist in the supervision of clerical and technical personnel in the information and public services operation of the library area.
3. Delegate assignments to clerical and technical personnel in the area and establish their priorities, including reference and circulation.
4. Collect data and prepare all reports pertinent to the library area.
5. Coordinate the library instruction program and conduct library tours.
6. Establish and maintain cooperative working relationships for faculty and students with public and private libraries in the college district.
7. Coordinate the reference area and the preparation of bibliographies.
8. Maintain and revise, when necessary, the portion of the library procedures handbook pertinent to the library area.
9. Assist in publicity efforts of the College through the Executive Director of Library and Learning Services including Faculty Guide, Student Guide, etc.

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10. Assist in the preparation of the budget and control expenditures in this area of the library.
11. Promote the utilization of the library resources with faculty.
12. Perform other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available

[url=[https://apptrkr.com/get\\_redirect.php?id=1941701&targetURL=https://ccac.csod.com/ats/careersite/search](https://apptrkr.com/get_redirect.php?id=1941701&targetURL=https://ccac.csod.com/ats/careersite/search)]

To view the full job posting and apply for this position, go to:

[url=<https://apptrkr.com/1941701>][<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=97&site=3>]

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Library & Learning Services  
Community College of Allegheny County

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