



Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Librarian	Position Type:	Full Time
Location:	Poplar	Date Closing:	9/27/22
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

Job Description

Job Purpose:

Motivated and experienced librarian desired to manage current collections and institute online activities for students. Primary duties to manage library; collecting, and organizing digital resources; assisting students and staff, overseeing library staff, and coordinating with adjuncts.

Duties:

- Duties include devoting every effort to managing library, collecting, and organizing resources; overseeing library and coordinating with personnel and adjuncts.
- Incumbent will organize current library materials.
- Incumbent will set up library space.
- Developing and updating library inventory.
- Handling requests by students or community patrons.
- Maintain current collections of the library, ensuring specific collections are secured which are labeled research only.
- Manage daily activities of library.
- Ensure that library policies are followed; maintain and update required text for classrooms.
- Ensure that students and other members of public have access to on-line library.
- The position will include developing, organizing, and updating library records.
- Incumbent will coordinate regularly with IT department to develop library space, and student, and community trainings as needed.
- Incumbent will assist students with reference and researching of materials in library or online, teaching them how to use the library system as needed.

Skills/Educational/Qualifications:

- Proficient in MS Office (Excel and PowerPoint, in particular)
- Must have a minimum of a Bachelor's degree in Library Science, and 1.5 years of experience in library services or over 3 years of experience within a college/university system.
- Must have experience with book orders and fulfilling requirements of manufacturers
- Masters of Library Science preferred

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~