

Job Posting for Librarian

Librarian

Charlotte Christian College and Theological Seminary CCCTS) is looking for a fulltime Librarian. The Vice President of Academic Affairs (VPAA) supervises and evaluates the Head Librarian; the Head Librarian is classified as Faculty. The Librarian is directly responsible to the Vice President of Academic Affairs. The Librarian must follow and exemplify the *Regulations of the Faculty*, Code of Conduct, Doctrinal Statement, and other such documents approved by the Board of Directors.

Department Heads are to be available to speak in churches, community events, and special seminars to represent the institution. CCCTS will cover expenses associated with all approved meetings. Department Heads will speak on behalf of CCCTS up to ten times per year as assigned by the appropriate administrator.

Essential Job Functions:

- He or she is responsible for the day-to-day operations of the library, the scheduling of hours of operation, and the cataloging and protection of all library assets.
- Provide leadership and direction for library services.
- Establishes and clarifies the objectives of the library; oversees policy making for the library.
- Is responsible for effective formulation, implementation, and evaluation of library plans.
- Formulate, recommends, and administers the library budget.
- Directs public relations with respect to the library.
- Conducts instruction programs in the use of library resources.
- Manages the acquisition, organization, and access to library resources.
- Guides the development of and maintains library automation.
- Fosters interlibrary cooperation; serving as representative for CCCTS in the Carolinas Theological Library Consortium.
- Prepares reports for the Board of Directors, VPAA, and President as may be requested.
- Serves on the library, faculty, and Administrative Council; and other committees and councils as appointed, needed, or required by the position.
- Attends Board of Directors and/or Executive Committee meetings to give reports concerning the library as requested and/or directed.
- Attend meetings of the Faculty Organization; and as requested attends Department Head meetings.
- Expected to join professional association(s); must be a member of the Association of Christian Librarians (ACL) and the American Theological Library Association (ATLA); and is expected to participate in professional workshops as relevant.
- Must be computer literate with a working knowledge of basic software programs (all Microsoft Office Packs), learn and regularly use the Student Information System (SIS) or Student Academic System (SAS) program selected by the Institution (currently Populi), maintain the library website, and maintain open communication with other network users.
- It is the responsibility of the librarian to familiarize and orient students with and in the use of the library.
- Must participate in the Student Awards Banquet, graduation ceremonies in full regalia, and in institution-sponsored conferences, workshops, and special events open to the public that are designed to promote the institution and its mission.

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- Will be responsible for updating the Library Handbook yearly, enforcing all library related policies, and all matters of concerns that may arise within their department.
- In conjunction with the Director of Advancement and/or President, shall actively seek funding for the library through grants and individual donations; includes the Annual Library Reception.
- Serves as chief administrator for library staff in matters of job descriptions, work hours, hiring, etc.
- Sees that all library equipment is maintained.
- Must actively participate in and represent the library in matters of accreditation, as well as compliance issues with state and federal agencies as assigned.
- Must always dress in a professional manner keeping with their professional position as an educator and maintain their assigned office in a neat and clean manner.
- Shall treat all students, staff, faculty, and administrators with the utmost respect.

Education and/or Experience

- A MLIS or equivalency from an ALA accredited institution of higher education is required.
- Should have a minimum of three – five years’ experience in the field and possess sufficient record keeping, administration, computer skills, and be current on the latest technologies related to their specialty.

Other Competencies

- Must be a Christian and possess a philosophy that is consistent with the Mission, Vision and Doctrinal Statement of Charlotte Christian College and Theological Seminary.
- Vision, commitment, and experience in achieving goals and pursuing excellence is critical; ability to work both independently and collaboratively in a dynamic and demanding environment.
- Must have strong verbal and written communication and organizational skills; proven ability to manage multiple complex assignments with sensitivity to deadlines, priorities, and changing circumstances; attention to detail; demonstrated professional work ethic and a positive, problem-solving attitude. Must be able to read, write and speak fluently in English.

Application Instructions:

In order to be considered for this position, a candidate who meets job opening qualifications must complete all steps and present a total package containing all of the required items.

Candidates for the position of Librarian **must** email the completed packet attached to an email to: egrigg@charlottechristian.edu. The Subject line should read “Applicate for the Position of Librarian.” The packet must include the first three items and **must** be submitted together at the same time.

- A fully completed Application Form (see link below for fillable Application).
- A current resume or curriculum vitae.
- Unofficial transcript of the MLIS or equivalency.
- Optional: Applicate may attach a digital portfolio.

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A resume or curriculum vitae without an accompanying Charlotte Christian College and Theological Seminary Application Form, and other required documents, will not be accepted.

Any potential hire is contingent upon the candidate providing all official postsecondary transcripts including the degree required for the position as required by the job posting qualifications to be mailed directly from the granting institution(s) directly to: Human Resources Department, Charlotte Christian College and Theological Seminary, P.O. Box 790106, Charlotte, NC, 28206-7901. Hand-delivered sealed transcripts will not be considered as official - they must be received directly from the awarding institution(s).

Candidates are personally responsible for any potential travel and/or relocation expenses incurred.