Position Summary
The Resource Sharing / Reference Librarian is a full-time, 12-month, exempt staff position reporting to the Library Director. Minimum qualifications: MLS/MLIS degree from an ALA accredited institution and requisite skills and experience to perform duties.

Minimum Qualifications
- ALA accredited master's degree in library or information science
- Demonstrated ability to work independently and accurately, managing workflow and projects and those of subordinates
- Demonstrated ability to work as part of a team, including active participation
- Excellent oral, written, and interpersonal communications skills
- Demonstrated organizational, critical thinking, and problem solving skills

Preferred Qualifications
- Experience with ILLiad and interlibrary loan
- Experience offering library reference in an academic library
- Experience working on or supervising digital projects
- Experience delivering information literacy instruction in an academic environment
- Experience with collection management and development
- Experience supervising student and staff employees

Major Responsibilities

Resource Sharing
- Manage Reed Library interlibrary loan, Prospector, Marmot borrowing, and any other resource sharing programs and activities according to established processes
- Ensure high quality interlibrary experiences for Reed patrons as well as other libraries and their patrons
- Provide training, policies, procedures, and best practices for resource sharing
- Maintain ILL spending within established limits, including copyright clearance expenses
- Administer the OCLC-hosted ILLiad software program and other ILL programs
- Liaise with the statewide courier
- Work with other Reed Library departments and individuals, including: library technicians, student workers, and interns assigned to ILL; Access Services department on borrowing and lending processes tasks; Copyright Librarian on relevant intellectual property issues
- Revise and maintain borrowing / lending policies subject to Reed Librarians Council approval
- Seek continual improvement in resource sharing practices

Reference Services
- Manage the reference and research services offered by Reed Library, including reference desk schedule, consultation appointments, and chat service coverage
- Provide reference services at the reference desk, via email/telephone, and online, including evening and weekend hours as assigned
• Provide general and specialized consulting by appointment
• Provide training, policies, procedures, and best practices for Reed Library reference service
• Improve reference service through peer coaching and implementation of new services and technologies
• Chair the Library Reference team
• Conduct and facilitate regular reference training for all providers
• Supervise library technicians and interns assigned to the reference desk
• Serve as library contact for consortial chair reference service

General Librarian Duties
• Serve as a member of Reed Librarians Council, the management body of the library
• Work with library technician assigned to create and maintain LibGuides in assigned subject areas
• Manage digital projects for inclusion in the digital archive, including training and supervising staff and student workers
• Provide liaison services for assigned departments, which will include communication with faculty and specialized instruction and may include collection development and management
• Teach library instruction sessions in composition courses as assigned
• Prepare statistical and managerial reports as requested
• Participate in library assessment activities as assigned
• Participate in library, campus, consortial, and statewide committees as assigned
• Provide back up to circulation or other essential library functions as assigned

Compensation
Salary is $50,000 plus a comprehensive benefits package. Anticipated start date is July 1, 2018.

Application Process
A complete application packet includes:
• Cover letter addressing interest and qualifications for position
• Resume
• Names and contact information for three current, professional references

Submit materials as one PDF file via email:
Stacey Peters
SLPETERS1@fortlewis.edu

Application materials received by February 15, 2018 will receive full consideration. Position will remain open until filled.

The successful candidate will be required to submit original, official college transcripts, and pass a background check. A writing sample may be required.

Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff.

The College and the Community
Fort Lewis College, a selective public institution located in Durango, Colorado, offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic
Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,400 students come from 48 states, 17 countries, and 170 American Indian tribes and Alaskan Native villages. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.