Job Opportunities
University of the District of Columbia (UDC)

Position: Librarian (Circulation)  
Salary Range: AD-1410 08/01 $45,737 Per Annum  
Location: Van Ness Campus  
Areas of Consideration: District wide  
Responsible to Director of Law Library  
UDC David A. Clarke School of Law  
Vice President, Academic Affairs  

Announcement  
Date: 11-06-06  
Number: 06-65  
Closing Date: Open Until Filled

Brief Description of Duties

Coordinates with the Associate Director to develop policies and implement procedures that ensure that patrons have access to Law Library resources and that resources are maximized.

Trains and evaluates circulation staff members and student workers, responsible for the hiring and oversight of work schedules and payroll records.

Coordinates with the University of the District of Columbia Learning Resources Division to publicize the Law Library’s circulation policies and hours of operation.

Provides reference assistance to patrons and serves as liaison to individual faculty members for research and reference assistance.

Develops policies and implements procedures for evaluation of circulation functions, including collection and assessment of statistics for circulation, ILL, document delivery, reserve collection, and fees charged by the Library for certain services.

Qualifications Required

A Master’s degree or two full academic years of graduate study in Library Science and one year of specialized experience is required. The one year of specialized must be equivalent to at least the next lower grade level. Specialized experience is experience in librarianship that included the performance, supervision, or administration of one or more functional areas of librarianship (i.e., selection, readers’ advisory services, reference and literature searching services, systems planning, or development and strengthening of library service). In addition, experience in a law library is preferred.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC Professional Application and résumé to:

Ms. Isabelle McMillian  
University of the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008