

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Librarian – Electronic Resources

EMPLOYMENT TERM: Full-time, 12 month position

LOCATION: Carthage, Texas

BEGINNING DATE: Negotiable

RESPONSIBILITIES: The Electronic Resources Librarian provides support to implement and coordinate the library's electronic environment including all activities (including cataloging) having to do with the library's automated system and access to all electronic resources. This position works closely with the Director of Library Services to manage library software training for library employees; represents Panola College Library with selected system software vendors for applications and software upgrades and at user group meetings; manages the Library's automation activities in each of the library's service areas; works closely with assigned staff to solve technical problems and recommend solutions to library management; serves as advisor for the library's web page; provides reference services at the Information Desk as needed. Required Office Hours will be Monday-Thursday, 9:30 am – 7:00 pm and Friday, 7:30 am – 12:30 pm. A complete job description is located at www.panola.edu/humanresources.

QUALIFICATIONS: Master of Library Science degree from an American Library Association accredited program required. At least 2 years' experience directly related to the duties and responsibilities specified preferred. Experience working in an academic library and shared environment preferred.

COMPENSATION: The salary offered will be commensurate with educational background and work experience.

****Must pass a pre-employment criminal background check.****

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period for health coverage.

CLOSING DATE: The screening of applications will begin April 15, 2024. Position open until filled.

APPLICATION PROCEDURE: Applicants should submit an **application** with **resume**, **official transcripts** and **three letters of recommendation** to:

Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola St, Carthage, Texas 75633
903.693.2021 email: jdorman@panola.edu

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