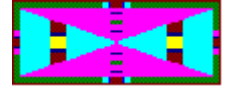


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



Thank you for your interest in Little Big Horn College employment. Please submit your application with the following **required** documents:

Applicants Name: _____ Date: _____

Available Position: _____ Assistant Librarian _____

Checklist of required documents:

_____ Letter of application/signed (cover letter) for the position you are applying for

_____ Current resume

_____ Transcript of highest degree earned (If hired you have 30-days to turn in Official Transcript)

_____ Three **signed** letters of Reference (Professional)

_____ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position applied for listed at the top of the page

_____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

_____ Consent to Release of Information Form

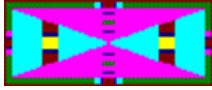
_____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at oroscol@lbhc.edu or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

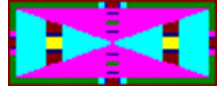
To be completed by LBHC Human Resources

_____ Complete	_____ Incomplete	_____ Date Received

Laura Orosco, Human Resources Director
oroscol@lbhc.edu
 Director, Human Resources (406) 638-3148



LITTLE BIG HORN COLLEGE
Position Description



Job Title: Assistant Librarian
Department: Library
Supervisor: Library Director
Supervision: Library Aides, Technical Assistants, Student Employees, Temporary Staff

Summary of Position

The Assistant Librarian coordinates and supervises the day to day operations of the library in circulation, reserves, interlibrary loan service, document delivery, stacks maintenance, reference and library instruction and information, cataloging and technical services, and other functions as assigned. Handles regular shifts at the front desk. The position will report to the Library Director and is in charge of the library in the absence of the Director. Performs administrative and supervising duties. Assists and advises the Library Director on library and technology issues, including access, organization, personnel, resource development, library services, instructional media, programming, computing, priorities, and policies and procedures. Demonstrate and maintain a record of continued growth in keeping with the standards of academic librarianship and with current developments in the field.

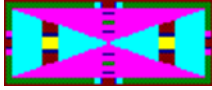
Nature and Scope of Work

The first priority of all the Library team members is to serve Little Big Horn College students, faculty, staff and community members. Applicant must be readily available, visible, and accessible to students, faculty, staff, and community members. Every effort will be made to answer customer inquiries. If busy with another library user, the team member will insure that the customer is assisted by another member of the library staff.

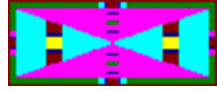
Principal Duties and Responsibilities:

A. Administration and Supervision:

1. Supervise and train library staff, student workers and other employees.
2. Assist in developing job descriptions, the hiring process, training, orientations and personnel evaluations.
3. Promote an effective work environment for library personnel.
4. Established staff hours ensuring sufficient staffing needs and handles shifts at the front desk. Must be able to work flexible hours which may include evenings as assigned by the Director.
5. Coordinate and oversee staff development and training under the approval of the Library Director.
6. Review, develop/revise, and oversee the development and implementation of internal library policies and procedures.
7. Prepare, develop, and keep appropriate statistical reports and other documentation.
8. Maintain and order departmental equipment and supplies as needed.
9. Participates in and represents library at professional meetings and in cooperative groups of which the library is a part.



LITTLE BIG HORN COLLEGE
Position Description



B. Access Services, Circulation and Reserves:

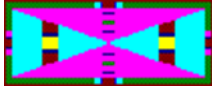
1. Responsible for initiating planning and supervising access service functions for the library, including but not limited to circulation, reserves and Interlibrary Loan (ILL) processes.
2. Responsible for the management and operation of the circulation module and other aspects of the online library Alma/Primo system including backup
3. Responsible for changes, updates, troubleshooting and contacting outside expertise as appropriate and dealing with the public as needed.
4. Develop and implement reserves including electronic reserves.
5. Coordinate, oversee and participate in stacks inventory and maintenance.
6. Plan and supervise shifting projects.
7. Oversee/perform the compilation and maintenance of circulation statistical reports and other documentation.
8. Oversee overdue notices and bills activities.

C. Interlibrary Loan and Document Delivery Service:

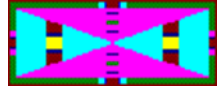
1. Supervise interlibrary loan service. Supervise procedures and processes and is the starting point for any problems or questions.
2. Oversee and develop document delivery and other related services as needed.
3. Oversee/perform the compilation and maintenance of statistical reports and other documentation.

D. Reference, Research Assistance/Consultation and Instruction

1. Supervise and perform individual reference/information and research assistance/consultation services to students, faculty, staff, and community members both in-person and online. Also provide advanced and back up services in this area.
2. Provide information literacy/fluency and library/information instruction services to classes, other groups, workshops and individuals both in-person and online. Assess and revise such instruction as needed.
3. Work with faculty both individually and in groups to familiarize them with and provide instruction on library resources.
4. Work with faculty on the provision of instruction for their students for their assignments and research.
5. Develop LibGuides as necessary and appropriate.
6. Participate in faculty orientation and programs to support faculty research.
7. Maintain an ongoing current awareness of national trends related to emerging and evolving instructional technologies in higher education; evaluate those trends for applicability to instruction at LBHC.
8. Engages in training and professional development appropriate to library goals and objectives as approved by Director.



LITTLE BIG HORN COLLEGE
Position Description



E. Cataloging and Technical Services:

1. Responsible for seeing that technical processing and cataloging is scheduled and completed accurately and in a timely and efficient manner including copy cataloging, materials processing and shelving. Ensures that productivity goals are met.
2. Performs original cataloging with oversight by the Director.
3. Updates links on the library website when needed.

F. Resource Collection and Development

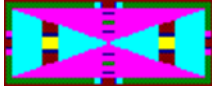
1. Contribute content to the library website. Creates and updates resources on the library website working together with the Director.
2. Select print and online books and videos for acquisition in all subject areas in accordance with the Collection Development Policy with the exception of Crow and Native American materials unless requested by the Director.
3. Participate in ongoing review of the existing physical and electronic collections and their use in the context of supporting the College curriculum and in their use in accordance with community information needs. Acts as liaison to faculty and orders materials in designated curriculum areas.
4. Consult review resources and faculty members to determine appropriateness of acquiring, replacing or discarding particular resources. Evaluates and weeds library materials using existing collection development criteria.
5. Make recommendations on electronic and audiovisual resources (including periodical databases) for acquisition.

G. Equipment Maintenance and Training

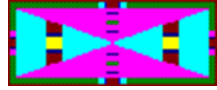
1. Monitor the photocopier, computers, printers and other library equipment, and coordinates with the IT department and outside vendors for repairs/service as needed.
2. Perform simple troubleshooting on all equipment and software.
3. Provide training and assistance to users and staff on the equipment.
4. Evaluate equipment and makes recommendations for modification and replacement.
5. Coordinate and sees that the laptop and hotspot lending programs are operating effectively.

H. Perform other duties as assigned, including but not limited to:

1. Assisting in carrying out library activities for the promotion of services and outreach.
2. Promoting awareness of research resources to the campus community, including on campus and online students, as is appropriate regarding new or changed resources.
3. Creating instructive pamphlets for library users.
4. Taking an active role in the development of the library's strategic and operational plans.
5. Serving on the Library/Archives/Cultural Center & Museum committee and campus wide committees (or teams) as appointed. Assists in the development and work of the LBHC Crow Cultural Center & Museum.
6. Assisting in accreditation efforts.
7. Compiling data and preparing written reports as needed.
8. Responsible for resolving issues or concerns of library users referred by other staff but routing them to the Director as appropriate.
9. Works with the Director to develop and implement special projects as needed.



LITTLE BIG HORN COLLEGE Position Description



Job Qualifications

Education

Required:

Master's Degree from an American Library Association (ALA) accredited graduate program or equivalent experience.

Experience:

Required: Must have basic computer skills (Word, Excel, Internet Access, etc.) and office machines experience, which would include faxes, copiers, and computers. Demonstrated history of accuracy of work, attention to detail, flexibility and ability to adjust to change. Demonstrated history of punctuality and fulfillment of work schedule and responsibilities in a timely fashion. History of self-directed work and an ability to set and achieve clear goals. Ability to carry out tasks with minimal supervision and follow-through in a timely manner.

Preferred: Two years or more of supervisory experience. Two years or more of experience with library operations and work processes including instruction, reference and research assistance, circulation, interlibrary loan, cataloging and technical services, Resource and Collection Development, and equipment maintenance and training. Experience with running an integrated library system (ILS). Familiarity with Crow language, culture, history, and community. Experience with Native American communities and students. Experience with web design. One (1) year of experience with project management and/or coordinating people, services, and projects. One (1) year of instructional experience in an academic setting. Experience with promotion of services and outreach, strategic planning and accreditation work.

Knowledge – Knowledge of the standards of professional librarianship and current developments in the field. Knowledge of automated, integrated library systems and their components. Knowledge of web site updating and creation.

Skills – Skills in assisting students and faculty in online research. Organizational skills. Public speaking skills. Research skills. Effective team building skills. Excellent communication skills across a range of audiences. This position requires excellent oral and written communication skills, planning, coordinating and have word processing experience, as well as having outstanding organizational and interpersonal skills.

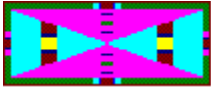
Abilities – Ability to manage and prioritize projects and deadlines. Ability to lift 25 lbs. Ability to work effectively in intercultural environments and with issues of cultural sensitivity. Ability to conduct dynamic and proficient training sessions, including one-on-one. Ability to train/teach. Ability to work systematically and accurately. Skills in problem solving, accuracy, common sense. Be able to perform tasks that are essential to the job, with or without reasonable accommodation.

Salary—Compensation shall be commensurate with LBHC Staff Salary Schedule DOE and education.

Little Big Horn College

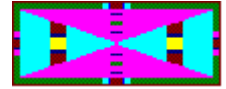
Knowledge, Skills, and Abilities

1. This position requires excellent organizational skills and the ability to prioritize work. Describe your work experience relating to these skills.
2. This position requires commitment, attention to detail, independent work with minimal supervision and self-direction who seeks innovative or creative ways that will further and develop library services. Describe your experiences working on your own and give examples of how you set and achieve goals and ensure attention to detail.
3. This position requires interaction with people – students, faculty, staff, community members, representatives of other community organizations, federal agency personnel and College collaborators. Describe your “people” skills and especially your communication skills and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.
4. Describe your strengths in supervisory management, and your approach or philosophy to both personnel problem solving and team building.
5. Describe your work in an online environment in terms of service, instruction and information resource delivery.
6. Explain your philosophy of customer service and give us an example or two of how you have implemented this philosophy in your work.
7. How have you used computer technologies in working with library collections and electronic resources? What skills do you possess related to computer technologies that will help you in working with LBHC’s paper and electronic resources? What area of technology provides the greatest challenge to you right now?
8. Tell us of your ability and experience to meet goals and deadlines and to manage multiple tasks (maintain a normal work flow despite frequent interruptions)?
9. Little Big Horn college is committed to preserving and promoting the Crow tribal culture, which is reflected in the organizational/institutional environment, student activities, and academic curriculum. Further, the majority of collaboration would be primarily with Crow community members and students, including people who are native Crow language speakers. Please discuss your knowledge, experience, or reflections in working in such an environment.
10. Do you have any other skills, abilities or experience you think would be relevant to this position which you haven’t already described?



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NATIVE AMERICAN/INDIAN PREFERENCE

This position allows additional points to be given to the following preference categories:

Documentation must be provided for each priority:

**First
Priority**

Crow Tribal member

Proof of enrollment

**Second
Priority**

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

**Third
Priority**

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

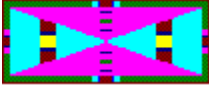
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

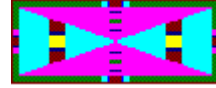
Any other outside Federally Recognized Tribal Member

No preference claimed



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

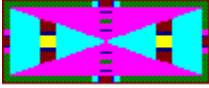
Date

Other Names Used

Social Security Number

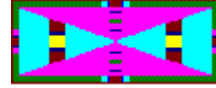
Current Mailing Address

Home Telephone Number



Little Big Horn College

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Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy.

I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Signature

Date