Our company is growing rapidly and is looking for a librarian. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for librarian

- Maintain magazine, military standards, and book subscriptions
- Be able to obtain a DoD clearance to access restricted government service portals and restricted military databases to obtain information and military standards
- Locate and obtain requested material from other libraries using proper interlibrary loan procedures
- Maintain close cooperation with other libraries and resources in the Tampa Bay area and with national library networks
- Maintain current knowledge of developments in the field of Information Science
- Recommend and select books, library equipment and other materials for purchase, based on present and anticipated information needs
- Maintain retention schedules for materials according to the needs of the organization and resources available in other libraries
- Basic understanding of the Library of Congress cataloguing system
- Appropriately file and maintain library collection and maintain library circulation
- Instruct students in the ethical use of information and demonstrate a commitment to maintaining intellectual freedom

## Qualifications for librarian

- Proficiency in a non-western language relevant to African, Middle Eastern, and/or South Asian studies, with a preference for Arabic, Hindi, or Swahili
- Skills in structured programming and scripting languages (e.g., Python, Java)
- Proficient with standard library technical services tools such as ALA interlibrary loan procedures via OCLC, Dewey Decimal system, Library of Congress subject headings, and integrated library systems
- Proven capacity to work effectively and collegially in teams with staff at all levels faculty and students
- Degree or significant coursework in English