



<b>Position Title:</b>	Librarian
<b>Department:</b>	Adult Services
<b>Grade:</b>	6
<b>Immediate Supervisor:</b>	Department Head, Adult Services

#### **Position Summary**

A non-exempt position responsible for the provision of reference and readers' advisory services and the development of the adult materials collection. Reports directly to the Department Head of Adult Services. Full-time, 37.5 hours per week; part-time, up to 19 hours per week on average; including some night and weekend work shifts. Schedule is subject to change.

#### **Qualifications**

- MLS degree from ALA accredited library school
- Previous library work experience desirable, preferably in a public library
- Current technology skills, including but not limited to Internet research, ability to work with various file formats, familiarity and ability to troubleshoot in Windows, Apple, and Android OS
- Listening and communication skills
- Ability to stay organized and use time effectively with minimal supervision
- Ability to exercise judgment when dealing with the public and staff
- Current knowledge of library philosophy, services and processes including but not limited to reference methodology, readers' assistance, selection of materials, digital media, and cataloging and classification
- Experience with electronic resources and specialized databases
- Valid driver's license or access to transportation

#### **Essential Position Duties & Responsibilities**

- Provides professional reference and readers' advisory assistance in-person, or via the phone or Internet by utilizing all print and electronic resources of the Library, and referring questions beyond the scope of library services
- Provides instruction and assistance to patrons using library equipment and resources including computers and other technology
- Assists patrons in use of the Library's current integrated library system, local area network, Internet, and other resources
- Creates and reviews weekly and monthly reports available on the Library's current integrated library system

- Selects and maintains designated area(s) of the library collection
- Accepts, places, and monitors status of patron requests for materials not immediately available
- Reads current professional journals and other reviewing media to select and order library materials on a timely basis and within budgetary guidelines
- Creates displays, bibliographies, reading lists, promotional brochures, and other aides for the public which facilitate use of the Library
- Plans, presents, and/or facilitates programs of interest to library patrons both onsite and offsite
- Assists with the development of professional standards and guidelines for the provision of library service
- Represents the Library at pertinent professional, educational, and community activities
- Participates in job-related professional organizations and education to build skills and enhance library services
- Supervises Library in temporary absence of Executive Director, Managers, and Department Heads
- Demonstrates skill set for position's technology competencies
- Performs other duties as assigned

#### **Physical Requirements**

- Must be able to move with patrons throughout the building to provide, explain, and interpret resources
- Frequent sitting, moving, bending, stooping, lifting, and reaching
- Must be able to bend and reach to access and move materials on upper and lower shelves
- Must be able to push and pull a fully loaded library cart as needed
- Lifting up to 40 lbs
- Vision for near and far

#### **Basic Requirements for All Library Employees**

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners and copiers