Job Description
Librarian

Name:                      Department: Readers & Information Services

Pay Grade: E               FLSA Code: Non-exempt

Reports To: Head of Readers & Information Services

Typical Schedule: Varies; evenings and weekends as assigned

Last Updated By: Donna Dunn

Date: 7/5/2017

Job Summary

Working under the Head of Readers & Information Services, the Librarian is responsible for assuring high patron satisfaction within all aspects of the department, in accordance with current library policies and procedures. This includes providing readers’ advisory and reference services in the library and to institutions and agencies serving high school and adult residents, collection management, and programming.

This position does not have any supervisory responsibilities, but may oversee assigned volunteers.

Essential Functions & Responsibilities

Primary

- Answers questions and provides readers’ advisory in person or via telephone, email, instant message, or any other form of electronic communication
- Provides exemplary service to patrons in a timely and confidential manner, maintaining the library’s high level of customer service in accordance with the Standards of Public Service
- Oversees selection and continual collection development of materials in assigned areas, including weeding and accurate organization of materials
- Creates displays and electronic resources that promote the collections and services of the department
- Assists in developing programs that promote the use of library resources
- Maintains knowledge of current print and electronic resources to competently answer questions
Maintains knowledge of and provides help with circulating and non-circulating technologies, including but not limited to telescopes, tablets, eReaders, laptops, public computers, printers, copiers, scanners, and fax machines

Provides user instruction for internet searching, email, social media, electronic downloading services, and word processing

Utilizes technologies proactively to support department functions, and assists in evaluating and recommending new technologies to be used by the department

Represents the library in a positive fashion at all times

Performs notary services

Works at the reference desk, as scheduled

Participates in outreach events, as requested

Demonstrates good, timely judgment in the interpretation of library and department policies during normal workflows and emergencies, assuring that patron safety and concerns are handled appropriately

Attends scheduled meetings and training, as required

Maintains awareness of overall library functions, projects, and goals

Secondary

Participates in professional development and continuing education, as appropriate

Keeps current on trends and issues in library practices and philosophy

 Understands and demonstrates the Standards of Public Service

 Performs other duties, as assigned

Education Requirements

*The minimum level of formal education required to perform this job is checked.*

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<thead>
<tr>
<th>☐</th>
<th>Some high school</th>
<th>☑</th>
<th>Bachelor’s Degree</th>
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<tbody>
<tr>
<td>☐</td>
<td>High school diploma or GED</td>
<td>☑</td>
<td>Master’s Degree/MLIS</td>
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<tr>
<td>☐</td>
<td>Associate’s Degree</td>
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<td>Other:</td>
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Training, Skills, Knowledge, and/or Experience

Required

Minimum of one (1) year of successful library experience or coursework with an emphasis in adult services
• Ability to effectively provide reference assistance and instruction services
• Thorough knowledge of popular materials for teens and adults, and readers’ advisory resources
• Skilled in digital literacy with the ability to create, evaluate, share, and understand information in a variety of formats
• Working knowledge of modern library policies and procedures, methods, practices, and materials
• Demonstrated knowledge of collection development
• Excellent written and verbal communication skills
• Excellent technology skills to include: Microsoft Windows and Office applications, Google Suite applications, the internet and social media services, eReaders, and tablets
• Ability to adapt to evolving technology
• Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
• Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
• Ability to plan, organize, and prioritize work assignments
• Ability to work independently or as part of a team
• Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

• Successful employment experience as an adult reference librarian in a public library
### Physical Requirements

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<thead>
<tr>
<th>Activity</th>
<th>Constantly (⅔ or more of the time)</th>
<th>Frequently (⅓ - ⅔ of the time)</th>
<th>Occasionally (⅓ or less of the time)</th>
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<tbody>
<tr>
<td>Sitting</td>
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<tr>
<td>Standing</td>
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<td>Walking</td>
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<td>Bending/stretching</td>
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<td>Stooping/kneeling</td>
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<td>Pushing/pulling</td>
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<tr>
<td>Reaching overhead (up to 75” high)</td>
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<tr>
<td>Lifting/carrying/moving (up to 50 pounds)</td>
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<tr>
<td>Reading/analyzing/interpreting data</td>
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<tr>
<td>Viewing/working at a computer</td>
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<td>Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions</td>
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### Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

### Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.
Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

______________________________  ________________
Employee Signature                  Date