

South Holland Public Library

16.0 Job Descriptions



16.13 JOB TITLE: Public Services Librarian
DEPARTMENT: Public Services
REPORTS TO: Head of Public Services

POSITION SUMMARY:

This non-exempt, full-time or part-time position is responsible for providing reference service, readers' advisory, programming, interlibrary loan services, and collection development.

Responsibilities and Duties:

- Provides friendly, courteous and accurate service to all users.
- Assists the Head of Public Services in meeting the goals and objectives of the department.
- Works effectively to provide efficient and exemplary customer service.
- Provides reference, research, readers' advisory, programming and other assistance to users at the Information Desk.
- Participates in collection development, selection and weeding in assigned areas of the adult collection.
- Teaches, demonstrates and markets library resources and databases.
- Assists, troubleshoots and trains users in the use of the online catalog, the Internet, databases, copiers, printers, library resources and equipment.
- Develops, schedules, presents and evaluates programs for adults.
- Creates bibliographies, brochures and marketing materials to promote programs and resources.
- Assists in interlibrary loan, OCLC and photocopy requests.
- Maintains various statistics as directed by the Head of Public Services.
- May schedule and regulate meeting room use by the public.
- Attends continuing education and networking events.
- Assists in maintaining an appropriate atmosphere in the library.
- May be assigned responsibility for general operations of the department in absence of the Head of Public Services.
- May serve on internal library committees.
- Complies with all library and personnel rules and regulations.
- Performs other work as assigned.

Knowledge, Skills and Abilities:

- Knowledge of bibliographic and reference tools and resources.
- Knowledge of adult literature and readers' advisory tools and techniques.
- Working knowledge of Microsoft Office, software and Internet applications.
- Ability to use computer, electronic, and A-V equipment.
- Ability to work independently and carry out written and oral instruction.
- Ability to work with the public in a courteous and tactful manner.
- Possesses good customer service skills.
- Communicates effectively both in writing and verbally.

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- Ability to plan and conduct programs.
- Ability to work effectively on a team.
- Ability to work the hours needed to complete the responsibilities of a Public Services Librarian.
- Ability to reach, bend, stoop and lift up to 20 pounds and access library areas and materials.

Qualifications:

- MLS from an ALA accredited program or degree expected within six (6) months of hire.
- Library experience preferred.
- Reads, understands, writes legibly and speaks articulately in English.
- Position requires day, evening and weekend hours.
- Access to transportation.