

Librarian

DEPT: Leisure Services
DIV: Library
DATE: July 2016

FLSA: Non-Exempt
EEOC: Admin Support



POSITION SUMMARY

Performs a variety of **para-professional and technical duties** in providing assistance to library patrons and coordinating various functional duties related to day-to-day operations. May be assigned to coordinate and manage the on-going services of a specialty area such as reference, circulation, young adult programming, children, audio visual, special collections, technical services or print advertising.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISION EXERCISED

May be assigned to supervise library operations in the absence of the Library Director. Provides close to general supervision to Library staff and temporary or seasonal personnel in assigned area of specialization.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Administrative Participation: Serves as the "lead" or "in-charge" librarian periodically for designated shifts, i.e., holidays, weekend, evening, etc.; makes recommendations for materials and equipment acquisition; prepares grant applications for targeted programs and resources; assists with the development and implementation of department budget; assists to monitor budgetary activity; performs general scheduling of work times for assigned staff; creates time cards; evaluates staff performances and makes recommendations effecting employment status and compensation; recommends and implements changes in operating practices, policies and procedures.

Circ-In/Circ-Out: Supervises a department performing specific circulation management duties; utilizes computerized library circulation programs; ensures efficiencies related to incoming and outgoing library inventory; oversees and performs the organizing of materials and books; ensures proper processing, carting, shelving, etc.; processes item "holds", creates reports, locates missing items.

Operates computer to enter and update patron records; identifies patron status in relation to obligations, i.e., fines, and communicates the same to patrons; follows established guidelines in allowing waiver of fines; issues library cards; operates computer to delete items from the collections; sends out over-due notices on a daily basis; assists with the processing of overdue and billing notices.

Performs general and routine duties related to the sorting, shelving and re-shelving of library collection materials, including books, videos, magazines, newspapers, audio visual, etc.; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs; maintains shelves order; creates displays showcasing themes and materials.

Performs patron assistance; receives and processes applications and registrations for library membership from the public; receives fees and issues receipts, issues public library cards.

Reference: Answers patron research/reference questions; provides general reference assistance; responds to questions and directs patrons; may provide simple training to patrons in use of computer to locate collection materials via internet; may monitor e-mail addresses to check for memos, directives and information; assures patron compliance with library policies, practices and procedures for computer utilization.

Assists readers in the selection, organization and interpretation of library materials; instructs patrons in methods and process for submitting requests for specific materials of interest; identifies and educates patron in use of basic reference tools and catalogs.

Programming: Performs customer service functions geared to various target populations, i.e., adult, child or young adult patrons; organizes and delivers young adult or children or pre-school special programs including story time, "think tank", puppet shows, etc.; facilitates program planning and performs outreach and marketing to target population; organizes and conducts library tours; plans and conducts children services programs; researches collection materials appropriate for target audiences; orders materials and maintains collections; plans and organizes monthly "teen" programs and "parties" and reading competitions.

Systems Administration (ILS): Acts as system administrator for the library's automated system; provides ongoing oversight for the Integrated Library System; performs regular upkeep on library equipment and machines, i.e., photocopiers, computers, disc/tape cleaners; assures proper supply of paper, replaces toner, removes paper jams, etc.; provides general instructions to patrons in equipment operations; sends and receives fax communications; acts as liaison with automated systems vendor.

Technical Services/Cataloging: Plans, directs and manages acquisition, cataloging, classification and processing of library materials; performs general collection upkeep and maintenance; utilizes Records Description and Access (RDA) protocols; repairs damaged materials, discovers and replaces missing items; withdraws books when requested by Library Director; in-processes new materials (i.e., periodicals, books), assures proper labeling and completes computer documentation verifying collection status; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs, weeds and shifts collections; oversees maintenance of library's OPAC and Discovery web-based catalog.

Performs various aspects of the technical services processing function; processes paperback and hardback books; processes audio visual materials, CD's , videos, pictures, posters, etc.; prepares book jacket coverings; assures proper labeling of collection items; assigns bar-codes, verifies bibliography records, changes zebra labels; mends materials as needed, makes recommendations to mend, bind or discard; processes library bindery orders.

Creates call numbers and fiction cutter numbers; edits bibliographic records, creates labels; searches database (OCLC) for records not already found in the system. Advanced level cataloging may be required such as original cataloging, audio/visual cataloging, evaluating catalog records, evaluating and assigning subject heading and appropriate Dewey decimal classification.

Digital Technology: Provides routine "help desk" assistance to staff and patrons; gives basic instruction on the use and applications of various software programs enabling access and research of library resources, inventory and web-based information; coordinates interlibrary loan activities, exchanging collection items as requested by patrons. Researches, files and fills reserve shelves.

General Operations: Performs routine materials filing, including cassettes, videos, C.D.'s, etc.; may assist the public with photocopying; sorts items for delivery to correct location in the system according to routing codes; shifts shelves as needed; participates in "weeding" projects.

Provides general assistance to patrons by directing them to various locations in the library as needed to locate certain types of collection materials and books; conducts library tours.

Orders materials and supplies; performs general cleaning; picks up litter and items left by patrons as needed to maintain basic tidiness of the library; assists with opening and closing building and assures general building security.

Works as part of a team in a collegial environment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus two (2) years of specialized training in library sciences or an associate degree;
 - AND
 - B. Two (2) years of experience performing above or related duties;
 - OR
 - C. And equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of general library reference, circulation, general classification methods, practices and procedures; Dewey Decimal System/Library of Congress Subject Headings; various areas of specialization of material related to different patron groups; reader interest levels; interpersonal communication skills. various specialty routines, methods, processes and procedures related to circulation, periodicals, and technical services; software applications, i.e., library automation systems; various types of inter-related equipment, specifications and compatibility; establish and maintain effective working relationship with fellow employees, subordinates and patrons of all ages; specialized library system elements, i.e., technical records, subject headings, authority records, Boolean searching, etc. **Working knowledge of** basic principles and practices of supervision.

Skill in the operation of current technology, computers, various applications and resources unique to the library system.

Ability to perform general clerical functions quickly and accurately; analyze professional and administrative problems and make recommendations for solutions; supervise the work of a small group of subordinates; establish and maintain effective working relationship with fellow employees, subordinates and patrons of all ages; plan and direct specialized library services; maintain and control fiscal aspects of library planning; communicate effectively verbally and in writing.

3. Special Qualifications:

None.

4. Work Environment:

Employee in the position performs in a typical indoor setting with appropriate climate controls. Tasks require variety of physical activities involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting (up to 50 lbs.). Talking, hearing and seeing necessary to the performance of most duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)