



Position Description

Job Title	Librarian I
Department	Library
Employment Status	Full time or Part Time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position performs reference and advisory services in an assigned area of the Library, within the policies set by the Library Board and under the general direction of a Librarian II.

Supervision

Received	Librarian II
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Children's Services:

- Assists patrons of all ages in their use of the Library at the Children's Reference Desk, including selecting and locating print and non-print materials, computer use and use of new media and online resources.
- Researches, and provides answers to reference and readers' advisory questions, including those of a difficult or involved nature, for children and adults who work with children. Questions may be received and responded to in person, by phone or electronically.
- Serves as Children's Collection Development Coordinator under the direction of the Children's Services Department Manager and coordinates the selection, evaluation, replacement and withdrawal of print and non-print materials; tracks trends in children's publishing and collection demands.
- Serves as liaison with Technical Services department to check new books for cataloging and processing.

- Develops and presents Library programs for children, parents, caregivers and adult groups interested in children's literature; including summer reading program, storytimes, booktalks, class visits, in-house programs, and group tours.
- Performs outreach services; collaborates with school district in providing services for teachers, children and their caregivers.
- Creates reading lists, resource guides, displays, signage and other promotional material.
- Assists with the maintenance of the Library's social media and web presence.
- May serve on various committees within the Library, the library system and the state.
- Represents the Library in the community.

Information Services:

- Assists patrons of all ages in their use of the library at the first floor Reference Desk.
- Researches and provides answers to reference questions, including those of a difficult or involved nature. Questions may be received and responded to in person, by phone or electronically.
- Provides readers' advisory services for middle school-aged patrons through adults.
- Participates in the selection of Library materials within assigned collection development areas, including evaluating materials for inclusion in the collection and making decisions about replacing or withdrawing print and non-print materials.
- Instructs patrons, individually or in classroom settings, in the use of the public access catalog, websites, reference sources, databases and general technology use.
- Develops and executes Library programs and events.
- Plans and presents educational workshops and tours for special groups, classes and staff.
- Writes reports and maintains statistics.
- Creates reading lists, resource guides, displays, signage and other promotional material.
- Assists with the maintenance of the Library's social media and web presence.
- Serves on committees within the Library, the library system, and the state.
- Represents the Library in the community.

Young Adult Services:

- Performs duties of Information Services Librarian I.
- Designs and implements all programs, events and club meetings for teens in grades 7 – 12, including the annual Teem Summer library Program.
- Creates promotional materials to publicize Young Adult programs and activities.
- Selects and maintains Young Adult book and audiovisual collections.

Technical Services:

- Produces copy and original cataloging for print, audio-visual and internet materials in the Library's automated system and on OCLC.
- Helps maintain and improve the CAFE shared database of library materials; verifies accuracy of information and updates as needed.
- Assists the acquisitions staff in ensuring accurate and expeditious public access to materials.
- Performs specialized functions such as documenting cataloging practices and procedures and implementing reclassification.
- Writes reports and maintains records and statistics.

Other Job Functions

- Attends meetings and conferences as appropriate to keep abreast of developments in the library field.
- Assists the Department Manager with on-the-job training to other staff members.
- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Master's Degree in Library Science or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Library and information science.
- Library organization and administration methods and procedures as they apply to public library administration.
- Information resources available from other libraries, the library system and other sources in the community, county and state.
- The use of general office equipment, including computers and related software

Ability to

- Interpret statistical data, analyze information and evaluate programs.
- Prepare clear and concise reports and recommendations.
- Establish and maintain effective working relationships with library trustees, elected officials, community groups, employees and the general public.

Skill in

- Oral and written communications.
- Public relations.
- Organization and attention to detail.
- Analytical and problem solving skills.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move up to 50 pounds.