



JOB DESCRIPTION

TITLE: Librarian

DEPT: Adult or Youth & Teen Services

REPORTS TO: Adult or Youth & Teen Manager

CLASSIFICATION: Exempt

Objective:

Delivers excellent customer service to library visitors by providing reference assistance, readers' advisory, and technology support as a member of the Adult Services or Youth and Teen Services department. Additional duties include collection management, programming, and instruction.

Duties:

1. Provides positive front-line interactions with members using library resources. Delivers reliable and accurate reference and readers advisory assistance to members in person, on the telephone, or electronically.
2. Instructs and assists members in the use of library resources and technology.
3. Selects and maintains diverse materials for collections, including weeding, repairs, and discards. Regularly reads reviews, catalogs, and other information sources to identify materials to meet customer needs, enrich and diversify the library's collections, and recommend improvements.
4. Develops, maintains, and chooses diverse materials from collection for displays, bibliographies or other instructional resources.
5. Develops, facilitates, and evaluates staff-led programs, paid programs, special events, outreach events, and system wide programming.
6. Serves as liaison to outside groups as assigned.
7. Teaches classes to members and staff as assigned.
8. Creates content for library publications and website or press releases as assigned.
9. Creates reports, surveys, manuals, and other informational and statistical data as needed.
10. Serves as person-in-charge of the Library, responding to emergencies and complaints.
11. Participates in professional development through professional reading, workshops, conferences, and networking groups. Shares information learned with appropriate colleagues.
12. Performs other duties as assigned.

Minimum Qualifications:

Education:

Master's degree in library science or equivalent required

Experience:

- One year of related experience in a comparable business, organization, or library.
- Fluency in written and spoken Spanish or other language commonly spoken in the district is preferred.

Knowledge, Skills, & Abilities:

- Ability to manage multiple tasks with efficiency, skill, accuracy and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to empathize and relate to others' needs
- Ability to provide excellent customer service at all times with members and staff
- Proficiency in the use of email, the internet, and computer technology
- Attention to detail
- Ability to use good judgment following procedures in support of library policies
- Ability to remain calm under pressure
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to troubleshoot minor problems with computers and peripherals
- Knowledge of Microsoft Windows and 365
- Demonstrates ease and comfort with emerging technologies
- Experience with integrated library systems (Polaris preferred)
- Ability to successfully search library catalogs and research databases
- Ability to handle emergency situations in a calm, capable manner

Supervisory Responsibility:

- Person has overall supervisory responsibility when acting as person-in-charge to enforce library rules and policies.
- Position may include supervision of volunteer.

Physical Requirements:

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to push/pull up to 100 pounds and lift or move up to 25 pounds occasionally
- prolonged sitting and repetitive keyboard use

Working Conditions:

- Work is performed in a typical library environment.
- Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.
- Must be able to work a flexible schedule, including evenings and weekends.