



DATE	May 2017
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Librarian
 DEPARTMENT/DIVISION: Library
 REPORTS TO: Library Supervisor

SUMMARY: Responsible for performing professional level work related to collection maintenance and development. Develops and presents community programs; assists in preparing library marketing materials; researches and applies for grants; and, represents the library in the community and on City-wide committees. May be responsible for library administrative duties such as coordinating volunteers, handling building issues, marketing library services, running reports, opening/closing buildings, etc. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Responds to inquiries from the public in person and over the phone to help them obtain the information they are seeking; conducts research to locate related information.
- Maintains collections in assigned area of responsibility, which includes: recommending books for purchase; repairing books; determining books to withdraw from the library, and/or, performing other related activities.
- Executes community outreach activities related to applicable services; collaborates with representatives from other community agencies in planning outreach activities.
- Plans age and interest appropriate programs/workshops for children, parents, adults, senior citizens, caregivers and/or educators, which includes storytelling, book discussions/talks, reader’s theater, writing workshops, festival planning/participation, and/or other related activities. Coordinates performers to present programs at the library.
- Plans, prepares, and maintains display exhibits to promote the circulation of materials, books, and/or other related items.
- Researches, prepares, writes, and applies for grants. Manages grants and ensures compliance with applicable grant guidelines.
- Participates in/on a variety of meetings, teams, committees, and/or other related groups to receive and convey information.
- Develops and facilitates training sessions for the general public.
- Promote Library programs, services, and events, which may include use of social media, coordination with Marketing Services, community partner engagement, and other outreach activities.
- Performs a variety of administrative activities in support of Library operations, which includes: preparing activity reports; processing a variety of forms; monitoring website links for accuracy; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- May serve as a lead worker.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library science principles and practices;
- Knowledge of research methods and practices;
- Knowledge of reference materials, techniques, and practices;
- Knowledge of literature in assigned area of responsibility;
- Knowledge of book selection principles;
- Knowledge of print and on-line reference sources;
- Knowledge of cataloguing systems;
- Skilled in developing collections;
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness;
- Skilled in troubleshooting computer problems;
- Skilled in retrieving, organizing, and disseminating information;
- Skilled in conducting Internet searches;
- Skilled in preparing and maintaining educational programming;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science.
- One year of library experience.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment.
- Local travel may be required on an as-needed basis.
- Works a variety of day, evening, and weekend hours. Flexibility to attend community events is necessary.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.

- Must pass criminal history check.
- Must pass motor vehicle records check.