



**TITLE:** Librarian  
**DEPARTMENT:** Adult Services  
**SUPERVISOR:** Adult Services Manager

**HOURS:** Full-time, 40 hours weekly. Must be available to work Monday- Saturday, days and evenings.

**JOB SUMMARY:** Under the direction of the Adult Services Manager, and in harmony with the policies of Morrisson-Reeves Library, the Adult Services Librarian will serve as professional staff providing reference assistance to the public with direct responsibility for selection, ordering, weeding and maintenance of the collection. Assist in developing, planning and conducting adult programs and provide research assistance in genealogy and local history with a preference for genealogy.

**QUALIFICATIONS:** *Education:* Bachelor's degree plus a Master's degree in Library Science from an ALA accredited graduate library school.  
*Experience:* Minimum of two years' experience with three-four years' experience desired in an appropriate or similar type position.  
Genealogy and local history research experience preferred.  
*Certification:* Public Librarian Certificate 3 (LC3) or the ability to obtain LC3 within the first six months in the position.

**SKILLS:** *Comprehensive knowledge of* 21<sup>st</sup>-century public library service, policy, standards, and procedures; and general collection; with *extensive knowledge of* reference collection; basic computer hardware and software applications and their use; library databases; Adult Services Department equipment, including basic maintenance.  
*Ability to* define problems, collect data, establish facts, and draw valid conclusions; identify future needs and develop plans to meet those needs especially as applicable to adult services assignment area; exercise discretion, consistency, and independent judgment; work at a varied pace within the context of the working conditions; perform with a high level of accuracy independent from supervisor examination; obtain and maintain a working knowledge of library computer systems and other technologies as they pertain to the Adult Services Department; and train patrons in the use and services of the library.  
*Proficient skills in* all forms of communication, written and oral, within a variety of settings; critical inquiry and logic as applicable to work duties; usage of office and communication equipment, and prioritization and time management.

**PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT  
MORRISSON-REEVES LIBRARY  
80 North Sixth Street, Richmond, Indiana 47374  
OR  
PLEASE SUBMIT APPLICATION AND LETTER OF INTEREST TO**



## POSITION DESCRIPTION

Title:	Librarian
FLSA:	Salary / Non-Exempt
Grade:	Grade V
Department:	Adult Services
Job Location:	Adult Services Department

## RELATIONSHIPS

Reports To:	Adult Services Department Manager
Subordinate Staff:	None
Other Internal Contacts:	Library Staff
External Contacts:	Patrons, General Public, Sales Representatives; External Information Providers

## JOB SUMMARY

Under the direction of the Adult Services Manager, and in harmony with the policies of Morrisson-Reeves Library, the Adult Services Librarian will serve as professional staff providing reference assistance to the public with direct responsibility for selection, ordering, weeding and maintenance of the collection. Assist in developing, planning and conducting adult programs and provide research assistance in genealogy and local history with a preference for genealogy.

## JOB DOMAIN

### A. Service Duties

1. Present a caring, approachable and professional demeanor while providing exceptional service at the point-of-need that will help to create a favorable library experience for patrons and the community at-large.
2. Provide courteous, professional library service by answering reference questions and assisting patrons with locating and interpreting traditional library resources as well as current and emerging technology resources, in person, by phone and through postal and electronic mail.
3. Assist and instruct patrons, individually and in groups, in the use of library facilities, equipment and other resources.
4. Promote interest in the library as a community resource through participation in community organizations and events.

### B. General Duties

1. Develop and maintain the adult print collections to meet patron's needs. Examine professional publications and other sources for selection of books, periodicals, and other materials.
2. Apply weeding principles based on Collection Development Policy to ensure the collections currency and suitability. Monitor the status of the existing collection for condition of materials
3. Complete readers' advisories and advise patrons regarding books that support their specific reading interests.
4. Develop and compile information and instructional materials for patrons such as pathfinders, bibliographies, instructional sheets and other aids to research.
5. Create and organize displays to promote library resources.
6. Assist in developing, planning and conducting adult programs and book discussions, as requested.
7. Inform patrons of library policies and procedures.
8. Assist with collection and analysis of data on library use, services, trends and community resources.
9. Perform routine desk duties on regularly schedules basis including some nights and weekends.
10. Handle cash functions.

### C. Other Duties

1. Provide on-the-job training to staff members and volunteers.
2. Logon/logoff Public Access Computers (PAC) and microfilm printer-readers.
3. Shelf reference materials (general, ready-reference, genealogy) plus evening pick-up of materials.

4. Provide basic equipment maintenance for patron use.
5. Perform shipping and receiving duties as needed.
6. Check-in, process, and shelve daily newspapers.
7. Answer and route in-coming phone calls.
8. Attend general library, staff and departmental meetings.
9. Participate on committees as applicable.
10. Serve as “librarian-in-charge” in the absence of all leadership team members.
11. Submit a monthly report incorporating statistics on public service functions and work accomplished.
12. Participate in professional development activities to keep abreast of current trends and new techniques in the field of librarianship.
13. Actively pursue and foster partnerships and collaborative efforts with individuals and organizations outside of the Library for the purpose of promoting library services, programming, events and the collection.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. **Comprehensive knowledge of 21<sup>st</sup>-century public library service, policy, standards, and procedures;** and general collection; with **extensive knowledge of** reference collection; basic computer hardware and software applications and their use; library databases; Adult Services Department equipment, including basic maintenance.
2. **Ability to** define problems, collect data, establish facts, and draw valid conclusions; identify future needs and develop plans to meet those needs especially as applicable to adult services assignment area; exercise discretion, consistency, and independent judgment; work at a varied pace within the context of the working conditions listed below; perform with a high level of accuracy independent from supervisor examination; obtain and maintain a working knowledge of library computer systems and other technologies as they pertain to the Adult Services Department; train patrons in the use and services of the library; work some evenings and weekends; and travel independently.
3. **Proficient skills in** all forms of communication, written and oral, within a variety of settings; critical inquiry and logic as applicable to work duties; usage of office and communication equipment, and prioritization and time management.

### **WORKING CONDITIONS**

The **physical demands and work environment** of this position are typical of an interior/office work environment with limited physical effort required and no or very limited exposure to physical risk.

#### **Essential physical abilities include:**

1. Sufficient **clarity of speech and hearing** or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
2. Sufficient **vision or other powers of observations**, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
3. Sufficient **manual dexterity** with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment.
4. Sufficient **personal mobility and physical reflexes**, with or without reasonable accommodation, which permits the employee to function in the context of the Adult Services Librarian position to include but not be limited to: lifting, moving, carrying up to 20-30 pounds; prolonged standing and/or sitting; and the capability to travel independently.
5. **Environmental conditions** include those risks normally associated within the context of an office environment and exposure to weather conditions when/if traveling on business and potential exposure to computer and office equipment cleaning chemicals and solutions. The noise level is usually minimal.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

1. Bachelor’s degree plus a Master’s degree in Library Science from an ALA accredited graduate library school.
2. Minimum of two years experience with three-four years experience desired in an appropriate or similar type position.
3. Public Librarian Certificate 3 (LC3) or the ability to obtain LC3 within the first six months in the position.
4. Genealogy and local history research experience preferred.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK, PROJECTS OR DUTIES AS ASSIGNED BY MANAGEMENT.