



POSITION DESCRIPTION

Title:	Audiovisual Librarian
FLSA:	Full time/Non-exempt
Grade:	Grade V
Department:	Audiovisual Services

Note: Statements included in this description reflect, in general, the duties and responsibilities of this classification and should not be interpreted as being all-inclusive.

Reports To:	Library Director
Internal Contacts:	Library personnel
External Contacts:	general public, vendors and suppliers, business professionals governmental officials, and other library contacts

JOB SUMMARY

Under the general direction of the Library Director, in harmony with the policies of the Library, and in coordination with the activities of other departments, the Audiovisual Librarian will serve as professional staff providing direct service to the public utilizing knowledge of collections, and being responsible for acquisitions and maintenance of audiovisual materials and equipment.

JOB DOMAIN

General Duties:

1. Present a caring, approachable, and professional demeanor, which will help create a favorable library experience for our patrons.
2. Provide courteous, professional library services to the public by answering questions in person, by phone, and through postal and electronic mail.
3. Provide professional library advice and services to the public including, but not limited to, assisting and instructing patrons in the use of library facilities, resources and equipment such as OPACs, public and express computers, print station, microfilm machine and self-serve copier.
4. Evaluate library materials, considering their technical, informational, and aesthetic qualities, and select and maintain all audiovisual collections in accordance with the Morrisson-Reeves Library Collection Development Policy and in collaboration with other AV staff.
5. Plan, prepare, schedule, present and/or coordinate audiovisual-related programs for presentation to groups inside and outside of the library that may also include leading discussions after film showing.
6. Provide expertise and direction regarding program content, acoustics, lighting and other technical aspects to other individuals involved with planning and/or presenting audiovisual programs.
7. Evaluate audiovisual equipment and give advice in selection of equipment considering factors, for example intended use, quality, and price.
8. Train patrons and employees in the operation and maintenance of audiovisual equipment.
9. Identify cataloging errors, referring materials to Technical Services whenever appropriate.

10. Weed the audiovisual collection of materials that are no longer appropriate because of age, condition, community interest or obsolescence.
11. Participate in library special projects as required or necessary.
12. Compile and maintain statistical information as it pertains to audiovisual materials and equipment use and provide monthly report to supervisor.

Additional Duties:

1. Perform routine desk duties on a regular, scheduled basis including the handling of cash functions.
2. Logon/off the public computers, Express Computers, and OPACs.
3. Shelve audiovisual materials when necessary.
4. 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.
5. Participate on committees as appropriate.
6. Attend general library, staff and departmental meetings.

KNOWLEDGE, SKILLS AND ABILITIES

1. **Comprehensive knowledge of** current general public library service, policy, standards, and procedures; with **extensive knowledge of** audiovisual collections; basic software applications and their use; audiovisual 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 the audiovisual collections and services; exercise discretion, consistency, and independent judgment in the interpretation of approved policies and methods; 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 audiovisual services; 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 with both internal and external contacts; critical inquiry and logic as applicable to work duties; use 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, as well as operate, maintain and repair various audiovisual equipment and materials.
4. Sufficient **personal mobility and physical reflexes**, with or without reasonable accommodation, which permits the employee to function in the context of the Audiovisual Librarian position to include but not be limited to: operation, maintenance, and repair of equipment as mentioned above; lifting, moving, pushing/pulling loaded library carts, 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 with 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 or Information Science from an ALA accredited graduate library school.
2. Two plus years of experience in collection development and collection management, and one plus years of experience in a public library setting working as a librarian, performing public service tasks such as reference and programming.
3. Preference given for experience with audiovisual services and collections.
4. Valid driver's license.

PROFICIENCY

May take as long as one year to become proficient in this position.

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.