



POSITION DESCRIPTION

Title: Librarian
FLSA: Salary / Non-Exempt
Grade: Grade V
Service Area: Information Services

RELATIONSHIPS

Reports To: Information Services 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 Information Services Manager, and in harmony with the policies of Morrisson-Reeves Library, the Information 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. The Information Services Librarian will also assist in developing, planning and conducting adult programs and provide research assistance in genealogy and local history.

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 collection's currency and suitability. Monitor the status of the existing collection for condition of materials.

3. Complete readers' advisory services 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. Provide individualized help sessions with MRL's Book-A-Librarian Service. Requires familiarity with mobile devices.
9. Assist with collection and analysis of data on library use, services, trends and community resources.
10. Perform routine desk duties on regularly scheduled basis including some nights and weekends.
11. Handle cash transactions.

C. Other Duties

1. Provide on-the-job training to staff members and volunteers.
2. Teach public and staff use of OPACS, public computer and microfilm machines.
3. Shelve reference materials (general, ready-reference, genealogy, pamphlets and maps) plus pick-up materials throughout working day.
4. Provide roving reference service.
5. Assist patrons and staff with information and troubleshooting on computers, mobile devices, copiers and microfilm readers.
6. Perform shipping and receiving duties as needed.
7. Check-in, process, and shelve daily newspapers.
8. Answer and route in-coming phone calls.
9. Make meeting room reservations.
10. Attend general library, staff and service area meetings.
11. Participate on committees as applicable.
12. Serve as "librarian-in-charge" in the absence of all leadership team members.
13. Submit a monthly report incorporating statistics on public service functions and work accomplished.
14. Participate in professional development activities to keep abreast of current trends and new techniques in the field of librarianship.
15. 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** 21st-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; mobile devices and their use; library databases and online resources including the Digital Library; Information Services equipment, including basic troubleshooting.
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 information 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 Information

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; 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 Information 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 in an appropriate or similar type position preferred.
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.

Supervisor/Manager

Date

Employee

Date