



JOB DESCRIPTION

Job Title: Public Services Librarian

Pay Grade: 9

Classification & FLSA Status: Professional – Non-Exempt SOC 25-4021.00

Summary: This position plans and presents library programming at the Belt Branch and performs reference and circulation services for library users.

Supervised by: Belt Branch Manager

Supervises: None

ESSENTIAL FUNCTIONS:

- Gives information, reference service, and reader's advisory service to the public in person, online, and over the telephone.
- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Performs circulation functions when scheduled or as needed.
- Works with the Technology Services Librarian to ensure excellent service is provided to patrons related to computing and technology.
- Initiates, plans, and conducts library programs in consultation with co-workers, the Branch Managers, and Director.
- Works with Youth Services staff to ensure consistency in library programming.
- Works closely with the PR Specialist to ensure proper promotion of library events.
- Keeps track of library usage, program attendance, and other statistics.
- Assists in the operation and maintenance of audiovisual materials and computer equipment.
- Develops ideas and assists in the preparation of proposals for grant funds. Oversees grant projects when assigned as primary contact.

OTHER JOB FUNCTIONS:

- Follows all library policies and procedures.
- Maintains and increases knowledge, skills and abilities through conference attendance, continuing education, professional reading, listservs, and professional groups.
- May be assigned other special project(s), service(s), or collection(s).
- Successful completion of competency training and annual competency testing.
- Other duties as assigned.

QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES: Must possess an ability to think analytically, to plan, and to organize. Must have ability to understand and carry out complex instructions and to establish and maintain effective and efficient relationships with library staff at several levels. Must possess skills needed to deal with the public in a consistently tactful and courteous manner as well as exercise

initiative and independent judgment. Requires ability to handle clerical and computer functions with a high degree of accuracy. Requires excellent communication skills. Computer expertise and office skills required. Supervisors are usually available for consultation, but on occasion people in this class are required to make decisions in their absence. Regular evening and weekend work required.

EXPERIENCE AND TRAINING: Master's degree in library and information science from an ALA accredited program. At least two years of experience in customer service or a library public service position; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

DESIRABLE QUALIFICATIONS: Coursework and/or experience in library programming, personnel management, and/or collection development.

PHYSICAL REQUIREMENTS:

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Must be able to work evenings and weekends.

The work environment involves everyday risks or discomforts requiring normal precautions typical of such places as offices, meeting and training rooms, libraries, and commercial vehicles, i.e., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The noise level in the work environment is moderately quiet.

Positions in this class typically require sitting, standing, walking, fingering, grasping, talking, hearing, and seeing. The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching, or similar activities such as climbing up and down a ladder or step stool to retrieve and replace books; recurring lifting, moving, and/or distributing loads of moderately heavy items such as boxes up to 30 pounds; pushing carts (on wheels) of up to 150 pounds; and repetitive use of the wrist, forearm, and hands.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employee is asked to sign a copy of his/her job description to acknowledge receiving a copy and being given an opportunity to review and clarify job duties.

Signature of Employee _____

Date _____

Last updated: 6/28/2016