

LIBRARIAN I

Classification: Grade 5

Work Schedule: Full time or part-time, including evening and weekend hours.

General Job Description:

Performs professional librarian activities, including, but not limited to: reference, reader's advisory, programming, collection development and maintenance, and training in the use of library resources.

Primary Duties:

- Under general supervision, selects, orders, weeds, processes, and maintains library materials in delegated areas of responsibility within the adult and children's collection, both print and non-print, based on established selection policies and assigned budget responsibilities.
- Answers reference and research questions in a timely and efficient manner, utilizing professional reference interview techniques and all available sources of information; provides assistance to library customers in the use of library technology.
- Provides reader's advisory in person, over the phone or via chat or email as well as through the production of paper bibliographies and online book lists.
- Maintains book and AV displays in the department.
- Retrieves materials from shelves for reference or servicing the collection.
- Provides general computer assistance; trains library patrons in the use of public copiers, computers, and the online catalog.
- Plans and conducts a variety of library programs for children or adults.
- Approves invoices and assigns line item expenses in assigned budget areas and classifies materials prior to cataloging.
- Works at least 40% of weekly schedule in direct service to patrons, providing a combination of reference and programming.
- Assists Assistant Director and Department Manager in completing initiatives and goals of the Library's Strategic Plan.
- Attends regular continuing education seminars related to departmental tasks and objectives
- Performs miscellaneous duties as needed.

Organizational Relationships:

- Reports to the Department Manager.
- Works in cooperation with other staff members on various group projects.

Qualifications:

- Master of Library/Information Science from an ALA-accredited school.
- Personal computer fluency in Microsoft Office in a Windows environment and proficiency in searching within a database essential.

- Demonstrated proficiency in searching the Internet and using apps and mobile devices.
- Excellent oral and written communications skills.
- Personable and approachable, with excellent professional image and attitude, strong presentation, teaching, planning and organizational skills, and enthusiasm for working with children and adults.
- Valid driver's license.

Physical Requirements:

- Manual: enough to operate computer keyboard and mouse.
- Mobile: enough to navigate library spaces to escort patrons into the stacks and/or to retrieve materials from another area of the library in a timely manner. This may include reaching above the shoulder and using a step stool for assistance in reaching high shelves as well as kneeling or squatting to reach materials at a low level.
- Visual: able to detect color coding, read documents and a computer screen.
- Communication: Fluent in English, both written and oral. Able to speak and be heard and hear the speech of co-workers and patrons in person and over the phone. Able to be heard by a larger group of people without the aid of a microphone.