



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Librarian
 DEPARTMENT/DIVISION: Library
 REPORTS TO: Library Supervisor

SUMMARY: Responsible for performing professional level work related to collection maintenance and development, as well as research and reference assistance. Develops and presents community programs; ; researches and applies for grants; represents the library in the community and on City-wide committees. May be responsible for library administrative duties such as coordinating volunteers, handling building issues, marketing library services, running reports, opening/closing buildings, etc. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Responds to inquiries from the public in person and over the phone to help them obtain the information they are seeking; conducts research to locate related information.
- Maintains collections in assigned area of responsibility, which includes: recommending books for purchase; repairing books; determining books to withdraw from the library, and/or, performing other related activities.
- Executes community outreach activities related to applicable services; collaborates with representatives from other community agencies in planning outreach activities.
- Plans, markets and implements age and interest appropriate programs, classes and events for the public in area of assignment..
- Coordinates performers and seeks community partners to present programs at the library.
- Plans, prepares, and maintains display exhibits to promote the circulation of materials, books, and/or other related items.
- Researches, prepares, writes, and applies for grants. Manages grants and ensures compliance with applicable grant guidelines.
- Participates in/on a variety of meetings, teams, committees, and/or other related groups to receive and convey information.
- Assists with community outreach and events, as needed.
- Performs a variety of administrative activities in support of Library operations, which includes: preparing activity reports; processing a variety of forms; monitoring website links for accuracy; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Serves as a Librarian in Charge in absence of Library Management Team member

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to adapt in a constantly changing environment
- Ability to participate within a group and be a team player
- Ability to provide exemplary customer service
- Ability to think quickly in a variety of situations and respond creatively
- Ability to work in cross-organizational collaboration
- Knowledge of applicable theories and principles related to area of assignment
- Knowledge of applicable databases
- Knowledge of library science principles and practices
- Knowledge of book selection principles
- Knowledge of cataloguing systems
- Knowledge of library reference and circulation procedures
- Knowledge of literature in assigned area of responsibility
- Knowledge of reference materials, techniques, and practices
- Knowledge of research methods and practices
- Skilled in applying independent judgement, personal discretion and resourcefulness in interpreting and applying guidelines
- Skilled in communicating effectively with a variety of individuals
- Skilled in conducting reference interviews to determine the needs of the patron
- Skilled in defining problems, collecting data, establishing facts and drawing valid conclusions
- Skilled in developing, evaluating, recommending, and implementing appropriate services and programs related to area of assignment
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in maintaining sensitive and confidential information
- Skilled in operating modern office equipment, related software and web applications
- Skilled in preparing clear and concise reports
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
- Skilled in resolving customer inquiries and concerns

MINIMUM QUALIFICATIONS:

- Must have an American Library Association accredited Master of Library or Information Services Degree OR be enrolled in an American Library Association accredited Master of Library or Information Services degree program and be able to obtain degree within four (4) months of employment.
- One year of library experience.

PREFERENCES:

- Public library experience.
- Fluency in a second language, preferably Spanish or Korean

WORKING CONDITIONS:

- Work is performed in public library environment; may include outdoor community events.
- Must be able to stoop, bend, walk and reach and retrieve items from heights up to 7 ft. with the aid of step stools.
- Sits and stands for extended period of time assisting customers with public access catalog, training, retrieving materials and answering desk phones.
- Must be able to push, pull or lift up to 50 pounds.
- Local travel may required on an as needed basis.
- Must be able to work a flexible schedule including evenings and weekends.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.