



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: PT Non-Benefitted Substitute Librarian
DEPARTMENT/DIVISION: Library
REPORTS TO: Library Manager

SUMMARY: Responsible for offering professional level service filling in for reference staff at Information Service Desks at either of two library buildings whenever there are vacancies due to staff shortages, vacations, or other absences. Other responsibilities may include helping with community engagements on behalf of the Library or supporting the Library in technical or project-based services. This energetic, flexible individual is “on call” and works only as needed; there is no pre-determined schedule. This individual demonstrates excellent customer service skills, possesses strong computer skills, is knowledgeable of a variety of electronic databases, and performs readers’ advisory.

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.
- Provides expert reference, research, and technical assistance to public from Library facilities.
- Executes community activities and programs related to applicable services; collaborates with other Library representatives in producing activities in our immediate community and at either Library location.
- Performs a variety of administrative activities in support of Library operations, to be determined as needed.
- Assists with community outreach and events, as needed.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library science principles and practices
- Knowledge of research methods and practices
- Knowledge of applicable databases
- Skilled in applying independent judgement, personal discretion and resourcefulness in interpreting and applying guidelines
- Knowledge of book selection principles

- Knowledge of cataloguing systems
- Skilled in communicating effectively with a variety of individuals
- Skilled in conducting reference interviews to determine the needs of the patron
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness
- Skilled in maintaining sensitive and confidential information
- Skilled in operating modern office equipment, related software and web applications
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
- Skilled in resolving customer inquiries and concerns
- 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

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.

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.
- Local travel may required on an as needed basis
- Works a variety of day, evening, and weekend hours on as needed basis only.

CONDITIONS OF EMPLOYMENT:

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