

Librarian

Grade: 6

Classification: Regular Part Time / Full Time; Non-Exempt Employee

Job Summary

Under the direction of the Public Services Manager, librarians maintain a consistently high level of customer service and an awareness of patron needs and new technologies, resources and services that will meet these needs.

Essential Job Duties

The following tasks are typical for the Librarian position, but are NOT intended to reflect all duties performed within the job.

1. Welcomes all patrons as they enter the library/department
2. Leader at the Public Service Desk in providing reference and reader's advisory services and locating information, books or other materials to patrons of all ages
3. Assists patrons with navigating the library, public computers, printing, faxing, library account information, digital resources and registering for programs
4. Develops and implements library programs for youth, teens and/or adults, including outreach
5. Monitors and assists patrons and program presenters with the use of community and meeting room equipment
6. Recommends technology-related and patron-related policies and procedures to Library Director
7. Provides training, mentoring and guidance to new hires or volunteers as assigned
8. May act as librarian-in-charge in the absence of administration
9. Participates in long-range planning process for the library, including recommending changes or improvements and developing new types of services and operations
10. Performs library tours, and connects with school and community groups
11. Stays up-to-date on professional developments through participation in professional organizations, system meetings, workshops, and continuing education opportunities
12. Responsible for selecting and maintaining the library collection in accordance with the Material Selection/ Collection Development Policy. This work includes researching trending materials, ordering, maintaining a budget, creating displays and weeding materials
13. Contributes to the development and content of the library's social media, marketing materials and newsletter
14. Develops and maintains knowledge of current technologies and electronic resources
15. Serves on BTPL committees and attends meetings as appropriate

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16. Maintains a clean, safe and welcoming library
17. Supports and upholds library policies
18. Aligns work with the library's strategic plan
19. Maintains library statistics and writes a monthly staff report
20. Understands and applies the principles of intellectual freedom
21. Performs related work as assigned

Education and Experience Requirements

1. MLIS or MLS from a graduate library school accredited by ALA
2. At least one-year experience in a public library setting providing reference, programming and collection development services

Essential Knowledge, Skills and Abilities

1. Attitude: professional conduct, embraces and supports change, creative, enthusiastic, positive
2. Initiative: self-starter, seeks opportunities, uses good judgment, takes intelligent risks
3. Accountability: owns responsibilities, avoids excuses
4. Service: models excellent patron interaction, collaborative within and outside of the library
5. Skills: Proficient in library and computer technology, organizational planning, readers advisory
6. Flexible schedule, including nights and weekends

Physical Demands and Working Conditions

1. Specific vision abilities required by this job include close vision and ability to adjust focus
2. Manual dexterity is essential
3. Must be able to sit, bend, stoop, kneel and walk for extended periods of time.
4. Must be able to reach, carry, push carts and lift up to 40 pounds
5. Possible exposure to books and other materials with mold, mildew and dust

This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the above requirements for working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Department Affiliation/Supervisor

Reports to the Public Services Manager

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