



JOB DESCRIPTION

Title: Librarian

Department: Library

Reports to: Library Director

Pay Grade: 63

Date Adopted: June 8, 2021

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Perform a variety of professional librarian duties in assigned service areas including reference, circulation, children's, young adult, adult, outreach, technology, and cataloging/technical services. Provide staff assistance to the Library Director.

Essential Functions:

1. Maintain adult and children's materials in library collection. Catalog and classify books. Notify the Library Director of areas which need to be strengthened and assist in the selection of all materials. Weed dated materials from the collection.
2. Maintain periodicals, newspapers, and miscellaneous subscription services.
3. Supervise and execute the Interlibrary Loan (ILL) program.
4. Respond to library patron requests and complaints. Refer patrons to books and other library materials to further their reading interests. Research and respond to difficult or technical reference questions. Compile bibliographies and booklists.
5. Perform work in reference and loans for area-wide library system, utilizing a computerized network. Enter and retrieve data and information for the library system. Confer with supervisor on library policies and procedures. Responsible for scheduling and conducting guest tours of library facilities.
6. Maintain and operate a local history collection.
7. May organize, maintain, and index a variety of reference materials including government documents, maps, catalogs, microforms, and pamphlets.

8. May perform original and copy cataloging on cataloging database, examine, analyze, and assign subject headings and call numbers for library materials. Produce citations for all materials. Edit and print spines for library items and materials.
9. May prepare and present children's stories and programs for the public and various organizations, including reading clubs and schools. Schedule and conduct programs and instructional tours of the library for various groups.
10. May provide or coordinate a variety of services to other user groups, such as young adults, adults, senior citizens, multicultural groups, homebound, or other outreach through programming and collection development.
11. Participate in the selection and supervision of employees. Establish schedules and methods for staff working in circulation and other support areas. Provide or coordinate staff training. Coordinate staff projects.
12. Prepare a variety of reports related to assigned activities, including circulation and technical processing reports. Collect and compile statistics required for monthly and annual reports.
13. Assist the Library Director in the departmental budgeting process; assist in directing the forecast of funds needed for staffing, equipment, materials, and supplies.
14. Perform the duties of the Library Director in his/her absence.
15. Attend conferences, lectures, workshops, and demonstrations regarding new equipment, procedures, and technological innovations that relate to marketing operations. Stay abreast of new trends and developments in the field.
16. May be required to work evenings/weekends.
17. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
18. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
19. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
20. Keep confidential information confidential.
21. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
22. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

23. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 24. The employee must be able to work extended hours in an emergency.
 25. Perform other work which is consistent with the essential functions of the job.
 26. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High School diploma or equivalent required.

Master of Science Degree in Library Science from a school accredited by the American Library Association or equivalent experience required.

Possession of or ability to obtain a Level V certification as a Librarian by the State, within twelve (12) months from date of hire.

Experience:

Two (2) years of professional library experience or an equivalent level of experience preferred. Supervisory experience preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Effective oral and written communication skills.
 2. Good listening skills.
 3. Ability to perform basic math and accounting skills.
 4. Organizational skills.
 5. Analytical skills.
 6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 7. Manual dexterity.
 8. Ability to work in environment with constant interruptions.
 9. Good typing and data entry skills.
 10. Reading.
 11. Good customer/public relations.
 12. Ability to work independently.
 13. Working knowledge of word processing, email, and scheduling computer software applications.
 14. Excellent interpersonal skills.
 15. Excellent grammar, punctuation, spelling, and proofreading skills.
 16. Ability to learn public library operations, policies, and procedures.
 17. Supervisory and leadership skills.
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Mental Requirements:

1. Ability to organize files and retrieve data effectively.

2. Ability to learn and understand PC software applications.
 3. Alpha and numeric recognition.
 4. Ability to prioritize work.
 5. Logical reasoning.
 6. Patience.
 7. Ability to carry out assignments through oral and written instructions.
 8. Concentration.
 9. Accounting principles.
 10. Ability to compute basic math computations.
 11. Ability to work on several projects at once.
 12. Ability to work under distracting conditions.
 13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 14. Ability to train and guide others.
 15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 16. Ability to analyze complex problems and recommend possible solutions.
 17. Ability to multi-task.
 18. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 60 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
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Supervisory Responsibility (Direct and Indirect):

Direct Library Assistant

Indirect Library Clerk

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

June 8, 2021