

## **Librarian I**

**Vacation Level:** 2

**Employment Status:** Full-Time or Part-Time, Non-Exempt

**Work Schedule:** Includes evening and weekend hours

### **Job Description:**

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

### **Detailed Duties:**

- Under general supervision, selects, orders, weeds, processes, promotes and maintains library materials in delegated areas of responsibility within the adult, teen or children's collections, both print and non-print, based on established selection policies and assigned budget responsibilities.
- Staffs service desk:
  - answer the main phone line, chat and email
  - provide reference and reader's advisory
  - monitor study rooms, meeting rooms, craft or play areas
  - helps patrons use the computers and other equipment such as printers, copiers and the online catalog
  - retrieves materials from shelves for patrons
  - Notary Public duties if assigned
- Maintains online book lists, creates displays, organizes manipulatives or in-library craft areas to help provide an inviting department and promote the collections.
- Plans and leads programs, classes, discussions, take-home kits or other passive programs in a team or solo, depending on assigned areas of service.
- Assists with library-wide customer service efforts and completing assigned initiatives and goals of the library's strategic direction.
- Attends regular continuing education seminars relating to public library tasks and objectives.

### **Organizational Relationships:**

- Reports to the department manager.
- Works in cooperation with other librarians and department members.
- May direct staff from any other department in an emergency situation when assigned as the Key.

### **Qualifications:**

- Demonstrate a passion for public service – helping people connect with library materials, programs, and the community by providing kind and patient assistance, whether it is provided over chat, Zoom, phone or in person.

- Be a reader: possess a knowledge of popular fiction and non-fiction materials as well as music and movie interests of your department's age group.
- Smile and be friendly: we pride ourselves on our good reputation in the community and strive to be welcoming to all people at our library.
- Able to perform in front of a group, engaging the appropriate age group whether it be teaching a class, facilitating a book discussion or leading a storytime.
- Work well with others – engage in teamwork to help achieve common goals and tasks.
- Hold a Master's degree in Library/Information Science from an ALA-accredited institution or be close to finishing your degree. Candidates with a Bachelor's degree in Library/Information Science will also be considered.
- Have excellent computer applications and Internet skills. Must also be able to assist patrons with adding and navigating all library apps onto their portable devices.
- Valid driver's license for outreach or attending in-person meetings outside the library.

**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.