

SAMPLE LIBRARY JOB DESCRIPTIONS



**MONTANA
STATE LIBRARY**
A GREATER STATE OF KNOWLEDGE

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The following sample job profiles are offered as examples only. Use and adapt according to your local policies and human resources requirements.

Director Job Profiles

County with Branches

Director

Department: Huckleberry County Library

Reports to: Library Board of Trustees

Wage: Contingent upon education and experience

Schedule: 40 hours a week

Vacation: Based on county HR guidelines

Sick leave: 12 days a year

Insurance benefits: Medical insurance benefits offered by the county to full-time employees and employees who have a minimum of 20 hours a week

Job Summary:

Responsible for the administration of County Library in main location and branches. Must be based in main location with trips to each branch.

Essential Functions:

- Acts as a technical advisor to the Board of Trustees and recommends employment of all personnel and supervises their work.
- Carries out the policies of the library as adopted by the Board and recommends needed policies for board action.
- Suggests and carries out plans for extending services of the library.
- Prepares regular reports detailing current progress and future needs of the library.
- Maintains an active program of public relations.
- Prepares an annual budget for the library in consultation with the Board and gives a current report of actual expenditures against the budget at each meeting.
- Is knowledgeable of local and state laws and supports library legislation in the state and nation.
- Selects and orders all books and other library materials according to board policy and oversees deletion of library materials.
- Attends monthly board meetings
- Affiliates with state and national professional organizations and attends professional meetings and workshops.
- Makes use of the services and consultants at the Montana State Library.
- Reports regularly to the Board, to the officials of local government, and to the general public.
- Shares in and oversees the daily duties associated with the daily operation of the facility.

- Sets an example for all staff through professional conduct, high principals, good work habits, and promotes staff teamwork and open communication.
- Compiles monthly stats for the main location and branches.
- Shares in adult programming duties with Clerk.
- Meets with the Foundation Board quarterly.

Qualifications:

- BA in a related field with 5 years library related work experience preferred. Master's in library science (MLS) prioritized.
- In the absence of a MLS, must work toward professional certification as defined by the Montana Certification Program (MCP). Upon hiring, will complete the enrollment level of the MCP and will have 3 years to complete 40 hours of continuing education contact hour credits for each certification. Certification shall be renewed every 4 years.
- Must demonstrate a proficient level of computer skills commensurate with position.
- Ability to interact effectively with persons needing information and assist them in obtaining information.
- Must be able to lift and carry 25 pounds.
- Must have a valid driver's license and own vehicle for traveling.
- Must pass a criminal background check.
- Must have supervisory and management experience and skills.
- Must work well with Board of Directors.

Knowledge of:

- Library science principles and practices
- Budgeting principles
- Dewey Decimal system
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes
- Policy and procedure development practices
- Recordkeeping principles and practices

Role and Responsibilities

Purpose of the position: To plan, administrate and promote the services and activities of the Public Library.

- Using proprietary computer system, checks library books in and out of the library inspecting for damages and managing the quarantine process as needed.
- Develops, plans, budgets, policies, presentation, and meeting agendas etc.
- Orders books, supplies and equipment, etc.
- Prepares county claims forms for payment of library expenses.
- Must have grant writing experience or a willingness to learn grant writing.
- Supervises and instructs library staff on operational procedures.
- Manages disputes among library staff as needed. Can create a consensus on what the plan is for the library and enlist staff to help in its fruition.
- Oversees in the hiring process and evaluations of library staff. Provides training in day-to-day library duties.
- Operates vehicle within Montana, driving to continuing ed for library certification and for attending regional Federation Meetings.
- Extensive computer experience is required.
- Must be proficient in Excel or other financial software.
- Must be able to adapt to and become proficient in propriety software like Blue Cloud Analytics, Aspen, and WorkFlows.
- Must have experience with social media and managing posts on a Facebook account.
- Must have some experience and/or willingness to learn website management.
- Manages a special collection of Montana books, periodicals, and materials.
- Shelves books and other library materials throughout the library. This includes retrieving materials from the drop box, disinfecting items, and managing a quarantine process as needed. This includes mail pickup at post office.
- Prepares books and other materials for checkout by entering them into WorkFlows, labeling, and encasing them with a protective covering.
- Repair damaged books, cd's, and DVD's.
- Use proprietary computer systems to register new patrons and manage patron needs and questions.
- Assists patrons in locating library material. Provides information and use instructions where needed.
- Operates the library computers using a variety of standard and proprietary programs, keyboarding, laptops, copier, fax machine, and other technical equipment.
- Assists patrons in the use of library's internet access and provides information about protocol surrounding its use in the library.
- Operates the telephone.
- Small amount of cash handling is required when patrons are paying for copies or faxes.

Traditional Method of Job Duties

This position involves sitting, standing, walking, lifting, and carrying (generally less than 10-15 pounds), stooping, reaching, pushing wheeled cart (approximately 30 pounds when fully loaded), placement or moving of some library furniture and fixtures, and keyboarding.

Uses talking, hearing, alphabetization, and visual near acuity.

Qualifications and Education Requirements

- Vehicle operation requires a current Montana operator's license.
- Applicant must have computer experience, management experience, and a willingness to learn new things and adapt well to change.

Preferred Skills

- Must work well with the public and can interact in a positive way by recommending reading materials, audiobooks, and movies as a part of casual conversation with a welcoming personality.
- Must work well in cooperation with others, be able to create a plan to maintain and enhance the library as well as plans to continue making the library a vital and important part of the community.
- Must be able to manage a diverse staff and ensure library hours are spent productively.

Medium Town

Position Title: Library Director

Accountable to: Library Board of Trustees

Primary Objective of Position:

Under general operating standards, and policy set by the Board of Trustees, the Library Director plans, organizes, directs, controls, and promotes the activities and services of the Library. Work varies frequently requiring complex decisions, interpretive judgment, significant discretion, and independent action. Contacts are varied and continual, requiring a high degree of tact, diplomacy, and judgment.

Major Areas of Accountability and Performance:

The following are intended to illustrate typical duties; they are not intended to be all inclusive or restrictive.

Library Management:

1. Planning/Oversight
 - a) Oversees the administration of all services and programs of the library.
 - b) Regularly composes library correspondence
 - c) Researches and develops plans to enhance the services of the library to more effectively meet present and future community needs
 - d) Supervises and develops library procedures, policies, and public information
 - e) Enforces library rules for the protection of library property
 - f) Retains records pertaining to state reports
 - g) Prepares timely reports including the annual State report
 - h) Maintains inventories
 - i) Supervises the maintenance of the library building and equipment to insure readiness of the facility to meet staff and patron needs
 - j) Requisitions office and operating supplies
 - k) Contracts with outside firms for operation maintenance
 - l) Attends Foundation Board meetings, and serves as a liaison between the Library Board and Foundation
2. Staffing
 - a) Communicates and coordinates regularly with others to maximize effectiveness and efficiency of interdepartmental operations and activities
 - b) Recruits, selects, trains, supervises, schedules, and evaluates paid personnel and volunteers directly or through appropriate delegation to create a harmonious team environment
 - c) Conducts regular staff meetings
 - d) Monitors employee morale and takes appropriate action to resolve personnel conflicts in a timely manner

3. Professional Development
 - a) Develops and implements staff development training and planning
 - b) Develops annual development goals with each staff member
 - c) Maintains current knowledge of new developments in the library field
 - d) Pursues continuing education credits on an ongoing basis in order to maintain State accreditation
 - e) Participates in state and national professional organizations
4. Public Relations/Marketing
 - a) Prepares and delivers speeches to promote library awareness
 - b) Promotes the library within the community
 - c) Oversees preparation of informational flyers and brochures to heighten awareness of library services
 - d) Presents updates to the City Council on a quarterly basis
 - e) Annually presents updates and the annual report to the County Commissioners
 - f) Writes monthly article to the local newspaper promoting new materials and library events
5. Collection Development
 - a) Monitors reference and interlibrary loan services
 - b) Reviews material collection for replacement, repair, and discard
6. Technology
 - a) Maintains current knowledge of new developments in library-related technology
 - b) Oversees planning, organizing, and management of technical and automation services of the library (i.e. digital access to library materials, online reference databases).

Budget:

- Develops, in conjunction with the Board of Trustees, the annual budget
- Works with the Trustees to prepare and administer library budgets and expenditures.
- Routinely responsible for large amounts of funds
- Prepares grant applications and seeks funding for operational and improvement programs.
- Actively seeks gifts and other new sources of non-tax funding for the library.

Board of Trustee Responsibilities:

- Working with the Board of Trustees, establishes a long range strategic plan and goals and measures accomplishments against recognized standards
- Works with the Board of Trustees to ensure compliance with Public Library Standards
- Advises, consults, and confers with the Board, other libraries, professionals, officials at State and local levels, citizens, and community groups
- Prepares all agenda and board packets for Trustee meetings
- Oversees and assigns the recording of Board meeting minutes to a staff member
- Serves, in accord with Montana law, as the official Secretary of the Board of Trustees

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties are performed in an office type environment.
- Duties require extended periods of walking, standing, talking, or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and using hands to finger, handle or feel.
- Duties require occasional periods of sitting, climbing, or balancing, pulling/pushing items, and stooping, kneeling, crouching, or crawling.
- Weights up to 25 pounds are frequently encountered, with some exposure of weights to 50 pounds.
- Must be able to pull and push book trucks, with casters, weighing up to 200 pounds.
- Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to add, subtract, divide and multiply.
- Reading materials and verbal instructions require moderate interpretation.
- Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error, and angry/hostile humans.
- The noise level ranges from quiet to moderate.
- Hours are irregular, including evenings and weekends.

Education, Training, Experience, and Special Requirements

- Certified by the state library (or will be within three years of hire.) Certification requires 40 continuing education credits.
- Advanced degree in library or information science or its equivalent preferred.
- One year experience in library operations.
- Strong communication skills.
- Computer knowledge and experience required.
- Must be able to attend meetings requiring travel and be able to provide for one's own transportation needs.

Examples of Performance Criteria:

- Effectively and efficiently prepares and administers budgets and grants for the library.
- Prepares and presents clear, concise, and comprehensive reports as required.
- Effectively supervises, trains, and evaluates employees and volunteers.
- Supervises employee and volunteer schedules to balance workloads.
- Assists other employees in performing duties.
- Effectively directs and administers library system and programs.
- Maintains harmony among workers and resolves grievances.

- Supervises the selection of the general collection of books, periodicals, software, audiovisual, newspapers, etc.
- Oversees newsletter and other correspondence for the community and media.
- Works with the public to assist them in effectively using the library to meet their needs.
- Serves as a liaison between the Board of Trustees and the city and library employees, and the public.

Small Town Public Library

POSITION DESCRIPTION: LIBRARY DIRECTOR

SUMMARY OF WORK: This position requires a customer service-oriented librarian to direct all programs, activities, and personnel of the library. The goal is to provide service area residents of Rural County with library materials and services to meet their needs. The library director manages and maintains the library facility.

JOB CHARACTERISTICS:

Nature of Work: The director performs administrative, supervisory, and professional duties requiring adherence to library standards, as well as adhering to standards of accuracy, timeliness, tact, and confidentiality. The position requires 27 or more hours per week. Some travel is required for trainings and meetings.

Personal Contact: The position involves continual contact with the library employees and the public. The director attends monthly meetings with the library board of trustees. Other contact includes meeting with county officials, Friends of the Library, state library personnel, other librarians, and salespersons.

Supervision Received: Direction is given by the Library Board of Trustees

Supervision Exercised: The director shall supervise all library staff including training, evaluations, and disciplinary action. The director shall make recommendations concerning hiring and releasing of staff.

Essential Functions: The position requires oral and written communication skills, organization, maintenance of records, as well as planning and direction of services and programs. The director must oversee and manage budgets. Knowledge of up-to-date technology including word processing, Internet, library automation, electronic databases, and communication devices is needed. Compiling and submitting reports for the Montana State Library is required. The position includes the operation and maintenance of library machines and equipment.

JOB REQUIREMENTS

Knowledge: Considerable knowledge of general library practices and procedures including circulation, cataloguing, reference, research, collection management (selection and weeding), reader advisory, inter-library loan, and library trends. Knowledge and experience in technology services. Familiarity with people and activities in the service area such as occupations, culture, lifestyles and interests. The position includes maintaining up-to-date policies and procedures.

Skills:

Managerial – Develop clear and appropriate objectives, plans, policies, and procedures in response to program directives. Use selection tools to select a well-rounded collection to meet the needs of the service area.

Financial – Present budgetary and financial information in an organized and clear manner. Monitor financial accounts, prepare claims for the monthly board meetings, and work with the staff at the County Clerk and Recorder's office. Seek other sources of financial support through the Friends of the Library, grants, donations, and fundraising.

Communication: Write, speak, and listen effectively.

EDUCATION AND EXPERIENCE

A minimum of two (2) years college courses in the field of Library Science and/or four (4) years of experience in library management in a public or school library.

Certification through the Montana State Library will be required within the first four-year time period; with recertification every four years following.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Organizes and directs all library activities according to the policies and procedures approved by the library board in order to educate, entertain, and inform the people living in the service area of the county by using a variety of formats, materials, and experiences.
- Advertises for, recommends, assigns, and directs the supervision of library employees to assure the most efficient use of time and to provide the best service for library users. Evaluations shall be based on observations, interaction with patrons, and performance.
- Prepares, justifies, and follows a budget for the Library Board and the County Commissioners. Accounts for all money requested and received including county, state aid, donations, and memorials following the budgeting, accounting, and reporting system of the County Clerk, Montana State Library, and regional Federation.
- Attends library board meetings to suggest, discuss, and promote policies and procedures concerning library services, building maintenance, library technology and equipment, employees, budgeting, and programming. The director acts as secretary to the board which includes drawing up and posting agendas, recording the minutes, keeping records, and reporting to the County Commissioners.
- Promotes library services in the community to individuals, clubs, organizations, businesses, schools, and other libraries. Promotional procedures include but are not limited to newspaper columns and articles, flyers, PSAs, social media, website, conducting tours, correspondence, attending meetings, presentations, interaction with community leaders, involvement with community events, fundraising activities, etc.
- Keeps informed and trained in the area of technology to meet the current needs of library users and to provide the best service. The director and staff will utilize the county IT person when needed.
- Travels to meetings and trainings for information and education including those hosted by the Federation, Montana State Library, Montana Library Association, and other professional organizations.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The positions physical demands as needed for shelving, weeding, organizing, setting up for events and programs, etc. The director is expected to be able to travel for meetings and trainings. The position may include computer eyestrain and sitting for extended periods of time.

JOB PERFORMANCE STANDARD:

Evaluation of the position will be based primarily upon performance of the preceding requirements and duties. The Library Board of Trustees will complete a written evaluation annually with results shared with the director.

Examples of job performance criteria include, but are not limited to:

- Organizes and directs all library activities
- Oversees the collection management
- Hires, supervises, and evaluates all library employees
- Prepares, justifies, and follows the budget approved by the Library Board of Trustees
- Attends all Library Board meetings serving as secretary
- Promotes library services locally and statewide
- Attends professional meetings and trainings
- Supervises maintenance and repairs to library building, grounds, and equipment
- Recommends to the Library Board of Trustees the purchase of capital outlay items

Town

Library Director Job Description

Plans, organizes, and directs all library operations, activities, and services, including staffing, budgets, facilities, security, and public relations. Attends trainings and workshops as required or directed by Board of Trustees. Establish and maintain effective working relationships with the Library Board of Trustees, the City Council, CAO and Mayor, other departmental and City employees, outside vendors, independent contractor, and the general public. Principal duties are performed in a general library environment.

Acceptable Experience and Training

- Bachelor's degree in library or Business-related field; and
- At least seven years-experience in library organization, operations, and management with at least three years-experience in a supervisory or management capacity; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Essential Duties and Responsibilities

- Assists the Library Board of Trustees with annual planning, budget, long and short-term goals and objectives, personnel policies, and library policies and procedures.
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing set forth objectives.
- Develops annual output measures and prepares goals for changes in service, resources, and programs based on statistical data.
- Determines financial expenditures and budget, making adjustments as needed to remain within budgetary guidelines, including getting approval for all purchase requisitions and invoice payment requests.
- Organizes and directs all library services and departmental personnel to meet all determined departmental goals and objectives as required, including all planning and approval of employee training and staff development processes, recruitment, selection, periodic performance appraisals and termination of staff, if needed.
- Plans and conducts regular Library staff meetings to gather data, inform, instruct, and address current and upcoming community, patron, and employee issues.
- Supervises Library personnel; monitors employee morale and takes appropriate actions to resolve any conflicts in a timely fashion.
- Plans for, directs, and takes appropriate action on risk management, workplace violence, and security policies and procedures to ensure a safe working environment.
- Performs a variety of public relations duties and promotes positive relations between the Library and patrons, local businesses, local schools, community and civic organizations, and the general public, including performing public speeches in the community and actively seeking grants, gifts, and other new sources of tax-free funding for the library.
- Plans, manages, and coordinates major projects, including selecting and purchasing equipment, organizing, and guiding project work, and facilitating activities based on project deadlines.

- Develops and revises the Library's strategic plan.
- Provides training and information concerning how to perform certain work tasks to new employees.
- Required to attend Board meetings and serve as secretary to the Board Chair. Attends other meetings related to the Library as needed.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other duties consistent with role and function of this position.

Required Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representation of the minimum knowledge, skills, and abilities required.

- Considerable knowledge of the current principles and practices of public library management operations
- Considerable knowledge of current computer technology and the application of such technology in a public library environment
- Considerable knowledge of the principles of public library facilities design and space utilization
- Considerable knowledge of the principles of budget development, administration, and control
- Ability to effectively direct the planning and general management of a municipal library system
- Ability to plan, coordinate, control, and project costs of complex projects
- Ability to assess the capabilities of employees and delegate effectively
- Ability to apply personnel rules and regulations in a fair and just manner
- Ability to exercise discretion regarding confidential matters and make appropriate judgment based on the analysis of the situation
- Ability to effectively allocate resources to achieve goals and objectives
- Ability to interpret and implement various software applications
- Ability to motivate staff to continued high levels of service
- Enforce library rules for protection of library property and/or individuals
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures, and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology
- Ingenuity and inventiveness in the performance of assigned tasks
- Abide by Montana confidentiality and privacy of library records laws
- Abide by the ALA Code of Ethics
- Ability to establish and maintain effective communication and working relationships with fellow employees of the City and with City officials
- The Library Director will treat others with respect and consideration, handle all situations with tact, and treat the public in a manner that effectively promotes a good image for the Library and the City

Physical Demands & Working Conditions

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, to enable the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and related equipment.
- Position may require frequent use of close vision.
- Working conditions require moderate physical effort, moving between 5 and 25 pounds, where effort is intermittent and less than 15% of the time.
- Work requires high attention to detail or deadlines where effort is occasional and between 15% and 45% of the time.
- A typical workday involves exposure to one disagreeable element present, none of which are greater than moderate intensity, on an intermittent basis and less than 15% of the time.

Disclaimer

The position descriptions above are intended to describe the general nature and level of work being performed by the employee assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for this position. Individuals may perform other duties as assigned, related to library operations.

Department: City-County Library

Accountable to: Board of Trustees

Summary of Work: supervises and administers the delivery of library services to the community, supervises staff and volunteers, prepares budgets and schedules, and is responsible for the facility, its equipment, and materials.

Nature of Work

This position involves extensive administrative, supervisory, and professional duties, which include, but are not limited to

- keeping informed about new developments in the delivery of library services
- developing clear and visionary objectives for providing evolving library services to the community
- preparing and administering library budgets
- preparing grants for the funding of special projects
- managing library automation
- selecting library materials
- overseeing building and equipment maintenance
- serving as liaison to the Friends of the Library and Library Foundation
- serving on appropriate city, county, and state committees
- hiring, supervising, training, evaluating, and discharging staff
- providing continuing education opportunities for staff
- promoting an effective volunteer program
- providing public relations for the library, including speaking to community groups
- performing routine librarian duties as necessary

Job Requirements

Knowledge

This position requires a thorough knowledge of effective library practices, including programs, procedures, and techniques; a working knowledge of state and federal laws and regulations, as well as city and library policies; familiarity with the principles and techniques of budget preparation, personnel management, and building maintenance; and computer literacy.

Skills

Requires skills in the use of library equipment, resources, and computers, as well as skills in communicating with the public and in understanding patron needs.

Abilities

Requires the ability to work well with people, to plan, direct, and regulate library services, to demonstrate initiative, to solve problems, to maintain confidentiality, to keep current with new legislation and information technology trends, to prepare accurate reports, to communicate effectively orally and in writing, and to establish effective working relationships with staff, trustees, volunteers, representatives of other agencies and the public. Must be able to operate a large vehicle legally and safely in various weather conditions.

Education and Experience

A master's degree in library science (MLS/MLIS) from an ALA. accredited institution plus five (5) years of progressively responsible experience in library work, including three (3) years of personnel management. A valid driver's license is required.

Performance Standards

Examples of job performance criteria include, but are not limited to, the following:

- establishes realistic goals for library service and works to achieve them
- maintains and applies thorough knowledge of the principles and practices of modern librarianship and public library administration in meeting the objectives of the library as established by the Board
- plans, organizes, directs, coordinates, and evaluates library functions
- effectively analyzes and develops plans for improving library services
- effectively studies the community's needs and works to fulfill such needs
- effectively prepares and administers budgets and grants
- prepares and presents clear, concise, and comprehensive reports as required
- maintains an adequate inventory of books, periodicals, and other library materials within the confines of a budget
- maintains an orderly and usable catalog, shelving system and records system
- effectively supervises, trains, and evaluates employees
- develops and maintains a working climate in which all personnel are motivated to perform to the best of their abilities
- delegates appropriate authority to staff and volunteers
- establishes, maintains, and fosters positive and harmonious working relationships with those contacted in the course of work
- exercises good judgment, flexibility, creativity, and sensitivity in response to changing needs
- maintains confidentiality of sensitive information
- meets and deals tactfully and courteously with the public

Basic

JOB DESCRIPTION FOR LIBRARY DIRECTOR

The Director/Librarian shall be the administrative officer of the library and shall have general charge of the library. The Director/Librarian shall be responsible for the management of the library, for preservation and care of its property, and for the development and use of the library's resources. The librarian shall supervise the day-to-day operation of the library (Administration) including the management of finances, professionalism, and the library's collection. The work requires that the employee have knowledge, skill, and ability in every phase of the public library field.

Financial Responsibilities

- Advises Board of possible upcoming financial needs or changes
- Directs and controls the expenditure of Library fund allocations within the constraints of approved budgets
- Accepts and acknowledges gifts of money and library materials
- Pursues and applies for grant money

Collection Development and Maintenance

- Is aware of current trends and community needs in managing library collection and maintains solid knowledge of current trends and developments in the library profession
- Executes current "Collection Management Policy"
- Evaluates collection for balance and comprehensiveness
- Directs the development and maintenance of a public library collection of books periodicals, DVDs, and a variety of other library materials
- Schedules withdrawals and inventory of materials
- Knowledge of library automation/cataloging, processing of materials and processes interlibrary loans
- Collects, maintains, and assures preservation of materials

Professionalism

- Takes advantage of continuing education and maintains certification. Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature. Maintains membership in professional organizations
- Is knowledgeable of and executes state library laws. Thorough knowledge of the principles and practices of library administration as applied to a public library.
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues
- Knowledge of the principles and practices of public library functions and ability to represent the library at professional and community meetings
- Ability to administer the activities of a public library and to supervise the work of others

- Ability to make decisions in an environment of limited resources and competing claims
- Ability to work independently, organize work for efficient use of time and ability to keep records accurately.
- Committed to excellence in customer service.
- Attend all Board meetings unless excused.
- Plans agenda items and coordinates records and materials of the Library Board and serves as secretary to the Board.
- Provides orientation to new trustees and issues current "Montana Library Trustee Manual".
- Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives.
- Reports to the Board on changes in policy at the state level.

Community Development and Public Relations

- Furthers public relations for the library, prepares correspondence, and provides information for newspaper articles.
- Represents library in the community
- Exhibits skills in oral and written communications
- Ability to interact courteously and effectively with elected and appointed officials, town employees, and volunteers, the library's business contacts, and the general public.
- Operation and Management of Library
- Responsible for maintenance and operation of equipment in library such as computers, copy machines, etc. Assists patrons with operating equipment when requested.
- Acts as reference librarian, assists patron's requests, interlibrary loans, and prepares annual report for Board, State Library, and Foundation.
- Is responsible for obtaining and training substitute librarians and library volunteers.
- Maintains awareness of current technology. Proficiency with computers, popular library software, internet, and digital communications
- Evaluates and administers library programs such as circulation, reference, children's services, community services, and public information. Presents special programs, such as book reviews, lectures, and instructional activities to extend library services and facilities into the community
- Oversees and approves scheduled use of library by outside groups
- Prepares questionnaires and surveys to evaluate public responses to the library

OTHER PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close and distance vision.

- The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds. The employee will occasionally be required to attend off-site meetings.

SUPERVISION RECEIVED: Works under the general supervision of the Library Board Chairman.

Other Library Jobs

Assistant Director:

Department: Aspen County Library

Reports to: Director

Wage: Contingent upon education and experience

Schedule: 40 hours a week

Vacation: 1-10 years' experience, 15 days a year; 10 – 15 years' experience, 18 days a year; 15 – 20 years' experience, 21 days a year; Over 20 years' experience – 21 days.

Sick leave: 12 days a year

Insurance benefits: Medical insurance benefits offered by Aspen County to full-time employees who have a minimum of 20 hours a week

Job Summary:

Shares in the duties of both the Director and Clerk. Has a general knowledge of duties and responsibilities of the Director and could, if necessary, fulfill those duties on a temporary basis.

Duties and Responsibilities:

Oversees cataloging and processing of new books.

Shares in discard process.

Acts as reference librarian.

Sends out overdue and assumed lost notices.

Shares in station book responsibilities.

Develops displays.

Oversees scheduling office calendar and makes copies for staff.

Maintains book repair of the collection.

Responsible for technology maintenance.

Shares in overseeing and circulation of materials.

Plans on-going activities such as summer reading, preschool story hour, seasonal, and national library observances.

Organizes and retains current information for access by patrons.

Provides assistance to computer users.

Performs duties associated with the daily operation of the facility.

Assists with research.

Is knowledgeable of Montana Library Laws.

Is head of Youth and Children's Services.

Maintains outreach with public schools and services.

Collects monthly stats and creates a report to be given to the director.

Aids in collection development.

Qualifications:

High school diploma with preference given to college degree and/or library experience.

Willingness to participate in the Montana State Library voluntary certification program.

Must demonstrate a proficient level of computer skills

commensurate with this position

Ability to interact effectively with persons needing

information and assist them in obtaining information

Must be able to lift and carry 25 pounds

Must pass criminal background check.

Adult Services Librarian

Any Community Library
Job Description
Accountable to: Library Director
Hours Per Week: 40

The following description is intended to illustrate typical duties but is not meant to be all inclusive or restrictive.

Summary:

The Adult Services/Cataloging Librarian will provide library services to adults, including reference, reader's advisory, programming, community activities, and collection development, as well as serve as head of the library's cataloging department.

Education, Training and Experience Requirements:

- Bachelor's degree and 1-3 years relevant work experience. MLS preferred.
- Competency in Microsoft Office and Windows operating systems. Ability to learn new versions of the listed technologies as they become available.
- Cataloging experience preferred.
- Experience with HTML, CSS, Adobe Creative Suite, social media, and WordPress.
- Experience with downloadable books, e-readers, tablets, and smartphones.
- Strong instructional skills and ability to work with people possessing a wide range of technical know-how.
- Experience with SirsiDynix, OCLC, OverDrive, Libby and EBSCO databases is a plus.
- Enrollment in the Montana State Library certification program will be required.
- Some weekends and evenings are required.

Reference and Programming Duties:

- Provides reference, reader's advisory and technology assistance to library patrons.
- Performs circulation desk duties a portion of each shift.
- Serves as the main point of contact for all adult programming.
- Plans and facilitates adult programming and community outreach.
- Writes and administers grants for collection and program development, primarily for the adult services department. Manages grant budgets and creates final reports.
- Promotes and publicizes the adult services programs by developing and editing the library's monthly newsletter, and contacting other promotional outlets, such as local newspapers and radio stations.

- Recruits and coordinates artist displays and plans artist receptions and programs. Leads art selection committee.
- Works with staff to monitor and evaluate services to adults.
- Works with the Outreach Librarian to coordinate outreach and marketing opportunities.

Collection Development and Cataloging Duties:

- Orders adult nonfiction titles and adult audiobooks for the adult, young adult, and juvenile collections in accordance with the library's collection development policy and discards damaged, unused, and out-of-date materials while adhering to proper cataloging procedure.

Other Duties:

- Performs circulation duties as described below.
- Represents the library in city and county-wide coalitions as assigned.
- Serves as part of the Social Media Technology Team
- Creates, publishes, and distributes the monthly newsletter
- Updates website with new library programming information
- Reconciles MSC reports
- Performs nightly cash register reconciliation and weekly cash deposits.
- Proctors exams.
- Updates library signage as needed.
- Performs other duties as assigned by the Library Director.

Employee agrees to abide by the Employee Behavioral Expectations set forth by the City.

Employee will perform and complete all of the duties of circulation during any shift or portion of a shift to assist patrons in making effective use of the library, including aiding in the location of materials; providing instruction in the use of the internet, databases and other computer applications; answering reference questions; inputting data into the automated system; handling minor computer and printer/copier/fax needs and occasionally performing library opening and closing procedures. Dependability and reliability are necessary to complete library opening and closing duties throughout the work week. Flexibility during the workday will be required, depending on circulation desk needs. Cooperation and teamwork skills are essential.

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an office-type environment. Duties require walking, standing, keyboarding, and lifting and carrying items. Must be able to push and pull book trucks with casters. Hours are irregular, including evenings and weekends.

Circulation and Cataloging Librarian

Reports to: Library Director; Assistant Director; or director's designee

In addition to the core Library Assistant duties, this position also has a focus on cataloging, circulation, and technical services. This position works with the director to ensure that the library's circulation policies are effectively serving the community, that the library's cataloging meets appropriate standards and is useful to patrons, and that the supplies and workflow related to cataloging and technical services are sufficient.

Library Assistant Duties

- Provides reference service including answering information inquiries via telephone, the Internet and in person, acquiring requested materials through Interlibrary Loan or Partners Program and other related tasks.
- Instructs library users on using the on-line catalog, other on-line resources, and other related tasks.
- Assists library users with public computers, printing, electronic devices, and other inquiries related to computer use and accessing the library's digital resources.
- Suggests materials for purchase per user requests.
- Assists with circulation and shelving procedures as needed.
- Opens and closes the library.
- Maintains a neat and orderly appearance of the facility.
- Understands and follows library policies and procedures, including acting as a role model for staff and volunteers.
- Keeps confidential any and all library user information, according to the Montana Code Annotated.

Circulation, Cataloging and Technical Services

- Develops and maintains an efficient and organized work area for the cataloging and processing of materials.
- Stays up-to-date on Montana Shared Catalog standards and requirements.
- Serves as primary point-of-contact for Interlibrary Loan issues and resolves such issues in consultation with the Director.
- Responsible for scheduling, conducting, and reviewing reports related to circulation and/or working with other staff to ensure these are completed in a timely manner.
- Provides the director with statistics and written reports upon request related to circulation.
- Works with the Director to revise and implement circulation policies that ensure accessibility, fairness and simplicity for staff and users.
- Serves as primary point-of-contact among staff for questions regarding cataloging procedures and technical services.
- Order supplies related to technical services and materials processing, as well as printer paper, toner, receipt paper, and other items as needed.

Physical Requirements: The job requires the employee to sit and work at a desk, stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs.; seldom lift and carry 50 or more pounds;

reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Expected Hours of Work: 32 hours per week, normally scheduled Tuesday through Friday. At least one evening shift per week is required and one Saturday shift per month. Flexibility can be arranged with the director as needed to perform the duties of the position and balance the workload. This position may work up to 40 hours per week depending on the needs of the library.

Expected Travel: The job allows for optional travel for training and conference activities.

Minimum Qualifications

Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people of all ages from diverse backgrounds, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations when appropriate.

Experience and Education: Associate degree and experience working with the public, preferably in a library setting; persons with equivalent education and/or experience which demonstrates ability to perform the duties of this position will also be considered.

Training, Licenses, or Certifications: Must acquire within two years and maintain Montana State Library paraprofessional librarian certification. Adequate time for training will be paid for and provided by the library.

Supervisory Responsibility: Minimal supervision of volunteers and/or during the training of new employees will be required.

Preferred Qualifications: Two years or more of experience within a library setting performing the duties of this position. Master's degree in library science or certification by the Montana State Library or another state library.

Circulation Specialist

Job Description

40 hours per week

Accountable to: Library Director

The following description is intended to illustrate typical duties, but is not meant to be all inclusive or restrictive.

Summary

The Circulation Specialist will provide circulation services and manage the interlibrary loan and periodicals departments. The employee will also perform other duties including, but not limited to, staff scheduling, cataloging, assisting in the youth services department, and assisting the Director and Library Board with projects.

Education, Training, and Experience Requirements

A bachelor's degree or equivalent combination of education and work experience is required. Competency in Microsoft Office Professional and Windows operating systems is essential, and experience with SirsiDynix, OCLC, and Libby is a plus. The Circulation Specialist must possess the ability to learn new versions of these technologies and maintain current knowledge of new developments in the library field. The employee will be required to enroll in the Montana State Library certification program.

Circulation Duties

- Performs all circulation duties
- Manages the interlibrary loan department, including updating statistics
- Coordinates library book clubs
- Reconciles cash register drawer and deposits
- Reconciles monthly item status reports, along with other Circulation staff
- Tracks new items with hold requests and tracks and answers unfilled holds or requests
- Updates inspirational author list
- May spend additional time at the circulation desk in the event of staff shortages

Cataloging and Collection Development Duties

- Manages library periodicals, including ordering, tracking, and cataloging
- May serve as part of the cataloging team

Youth Services Assistant Duties

- Assists Youth Services Librarian as needed with programming, including set up and take down
- Acts as program substitute in Youth Services Librarian's absence
- Staffs youth services reference desk in rotation with other staff assigned to the youth services department

Other Duties

- Compiles the weekly staff schedule and desk schedule under the Director's supervision
- Works closely with the Director on assigned duties and special projects
- Assists the Director and Library Board in managing policy and procedure manuals, special projects, and preparing for and taking minutes at Board meetings
- Acts as substitute for various programs as needed

- Attends quarterly safety meetings and functions as point of contact for safety procedures and tasks
- Proctors exams

Flexibility is required depending on needs of the library. Employee will assist patrons in making effective use of the library, including aiding in the location of materials; providing instruction in the use of the internet, databases, and other computer applications; answering reference questions; and occasionally performing library opening and closing duties throughout the work week. Cooperation and teamwork skills are essential, a high level of customer service skills is required, and the employee must be able to work with minimal supervision.

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an office type environment. Duties require walking, standing, keyboarding, lifting, and carrying items. The employee must be able to push and pull book trucks with casters. Hours are varied, including evening and weekends.

Youth Services Librarian

Ponderosa County Public Library

Department: City-County Library

Accountable to: Library Director

Summary of Work: develops youth collections, handles youth-related community outreach, programming, and reference

Nature of Work:

This position performs professional, supervisory, instructional, and administrative duties requiring independent initiative and judgment.

Supervision may be exercised over student interns, community service workers, volunteers, and other library personnel.

The position requires considerable contact in person, in writing and by telephone with library patrons, community groups, library staff, and professionals in other library systems.

Duties may involve, but are not limited to, the following:

- works at the circulation desk as needed
- performs daily activities such as checking library materials in and out, shelving books, scheduling computer workstations and the library meeting room, troubleshooting printing and computer problems, and operating the online catalog and circulation system
- plans, organizes, and implements services and materials for those under 18 (youth), educators, parents, and teachers, to instill a lifelong love of reading and learning
- maintains direct contact with community resource people so that youth and adults working with youth can be referred to appropriate sources of assistance
- provides Reader Advisory for print, Internet sites and computer programs, specifically appropriate to reading level and interest for all ages
- provides educational support to school-age children, (home school, public and private classrooms), and educational organizations
- composes bibliographies, book reviews, book-talks, library displays, press releases and other special tools to increase access to library resources,

motivate their use and promote reading and library programs

- provides Library tours, special story times and book talks
- provides instruction on library skills, research skills and usage as needed
- gathers materials for teachers' and classroom use as requested
- maintains attractive and functional youth areas
- provides research and assistance for homework assignments and individual pursuits, via the physical collection, Internet sources and Interlibrary Loan
- plans, prepares, and implements programs for birth to middle school age children
- researches, evaluates, and manages the youth collections by reviewing, selecting, ordering, weeding, and maintaining all of those materials
- determines reading and interest levels and placement within the collections
- considers the opinions and requests of patrons in the development and evaluation of youth library services
- consults with technical services for assessing the best possible access to the collections by users
- appraises and evaluates gift items to maximize the benefit to the library's youth collections

- performs professional support service for patrons by undertaking difficult and complex informational and reference searches
- assists youth in the use of the library, providing information services via the reference interview in person or by phone
- prepares correspondence on procedural or informational matters especially related to the youth areas and keeps the Director informed
- provides offsite school programs, such as storytelling and book talks, assemblies and classroom and teacher visits
- plans, prepares, promotes, and implements summer reading program for all youth age groups
- actively participates in pursuing alternative funding sources to help fund the youth outreach programs and purchases materials needed
- designs, develops, implements, and budgets other youth outreach programs for the Library
- promotes the Library through media sources regularly
- coordinates youth outreach programs with agencies being served
- consults and collaborates with peers in order to plan and develop youth outreach programs appropriate for the Library
- collects and compiles statistical data and pertinent reports about the youth outreach programs
- collaborates with Director about the direction and scope of the youth outreach program and keeps the Director informed about the programs
- maintains specialized reports, statistical and data analyses and other information to provide accurate and concise feedback about the Library for various entities
- performs other duties assigned by Director

Job Requirements

Knowledge

This position requires a thorough knowledge of child and adolescent development and of children's literature, as well as a working knowledge of popular computer applications, including automation systems, and the Internet.

Skills

Requires skills in the use of library equipment and resources and in the use of computers as well as skills in communicating with the public and understanding patron needs. Must be an effective and capable public speaker. Must know how to use Online Public Access Catalog, electronic resources, and other information technology sources to meet typical library needs. Must demonstrate the ability to conduct a reference interview and be able to answer reference questions with authority and tenacity to meet patron needs. Must have skills in operating personal computers, automated information databases, database creation, word processing, spreadsheets, and electronic software. A working knowledge of office procedures is desirable.

Abilities

Requires the ability to work well with patrons, complete tasks with accuracy, work with interruptions, maintain confidentiality, keep current with new service policies and procedures, supervise students and volunteers, and maintain effective working relationships with other staff and volunteers, other agencies, and the public.

The position requires a commitment to service excellence; the ability to see the big picture of the Library; the ability to work well with others in a team; the ability to provide leadership and plan, prioritize and focus on what is critical; commitment to lifelong learning; recognition of the value of

professional networking; and the ability to remain flexible and positive in a time of continuing change. Must be able to operate a large vehicle legally and safely in various weather conditions.

Education and Experience

A bachelor's degree with 5 years' experience working with children from ages 0-18. Experience in public libraries is preferred. A strong commitment to public service and to working with a team are essential. Excellent communication and computer skills are required. A valid driver's license is required.

Performance Standards

Evaluation of this position will be based upon performance of the preceding requirements and duties, in addition to the expectations listed in the "Employee Expectations and General Performance Standards" document.

Library Clerk

Role and Responsibilities

Purpose of the position: To assist the general public with library information and assist in the job duties assigned by the Library Director.

- Using proprietary computer system, checks library books in and out of the library inspecting for damages and managing the quarantine process as needed.
- Shelves books and other library materials throughout the library. This includes retrieving materials from the drop box, disinfecting items, and managing a quarantine process as needed when instructed by the Library Director.
- Prepares books and other materials for checkout by entering them into WorkFlows, labeling, and encasing them with a protective covering.
- Repair damaged books, cd's, and DVD's.
- Use proprietary computer systems to register new patrons and manage patron needs and questions.
- Assists patrons in locating library material and serves. Provides information and instructions where needed.
- Operates the library computers using a variety of standard and proprietary programs, keyboarding, laptops, copier, fax machine, and other technical equipment.
- Assists patrons in the use of library's internet access and provides information about protocol surrounding it's use in the library.
- Operated the telephone.
- Small amount of cash handling is required when patrons are paying for copies or faxes.

Traditional Job Duties

- This position involves sitting, standing, walking, lifting, and carrying (generally less than 10-15 pounds), stooping, reaching, pushing wheeled cart (approximately 30 pounds when fully loaded), placement or moving of some library furniture and fixtures, and keyboarding.
- Uses talking, hearing, alphabetization, and visual near acuity.

Qualifications and Education Requirements

Vehicle operation requires a current Montana operator's license. Applicant must have computer experience and a willingness to learn new things and adapt well to change.

Preferred Skills

Must work well with the public and have the ability to interact in a positive way by recommending reading materials, audiobooks, and movies as a part of casual conversation with a welcoming personality. Must work well in cooperation with others, be able to take direction and complete assigned tasks, as well as be able to manage independent tasks with a high degree of accuracy.

Public Services Desk Assistant

IMMEDIATE SUPERVISOR: Public Services Desk Manager
FULL TIME EQUIVALENT: .5 FTE (20 hours a week)
JOB SUMMARY

The Public Services Desk Assistant facilitates the operation and management of the Public Service desk by serving as first point of contact for circulation and information services. These services include assisting library patrons as needed, check out and check in operations, overdue notices, collection of overdue fines and item fees, directional, research and item inquiries from patrons, using print and online resources to answer reference questions, guiding and training patrons on the use of computer equipment and applications and performing support activities designed to maximize public access to library services, guidance of shelvers in the absence of the Public Services Desk Manager and other duties as assigned. This position works a staggered work week and work day schedule, with primary responsibility for the Public Services desk in the evenings, weekends and when a supervisor is not available. The position requires knowledge of library routines, including library automated systems and technology and excellent communication and interpersonal skills.

SUPERVISION RECEIVED

Works under the supervision of the Public Services Desk Manager.

PUBLIC SERVICES – Essential Functions

- Provides accurate and complete public library services in an efficient and pleasant manner to all library patrons both in person and on the phone.
- Staffs the Public Services desk, including hours on weekends and evenings; often works independently without the immediate presence of a supervisor
- Tracks materials for patrons by accurately interpreting each patron's individual record and explaining overdue items, fines, and specific exceptions.
- Issues new library cards according to library policy.
- Understands and explains library policies and procedures.
- Promptly checks in and accurately sorts materials.
- Takes the lead in handling emergencies during hours without a supervisor present.
- Conducts reference interviews with patrons to discern their information/item needs.
- Opens, closes, and secures the Library according to established procedures.
- Responds promptly and courteously to resolve patron complaints and refers patrons to the Public Services Desk Manager when necessary.
- Instructs or helps to instruct library patrons and/or staff in the use of library resources, including the public catalog, and equipment provided by the Library.
- Understands the role of interlibrary loan (ILL) in providing services. Uses interlibrary loan when appropriate, completing forms in accordance with set procedures.

- Understands the role of collection management in public services. Uses appropriate tools to suggest and verify titles to add to the collection and reports areas of weakness to the appropriate staff member.
- Schedules and coordinates the use of the library's meeting rooms and library-owned meeting room equipment according to policies and procedures.
- Attends staff meetings regularly and periodic continuing education sessions.
- Practices proactive roving customer service and monitoring of the Library.
- Performs other duties of a related nature as assigned.
- Maintains a complete and accurate patron database.
- Accurately uses the cash register and records all monetary and other transactions.
- Attends work on a regular and dependable basis

SUPPORT ACTIVITIES – Essential Functions

- Maintains close communications with other staff regarding information requests, equipment repairs, problems, and new reference materials.
- Maintains the Public Services desk in an orderly manner.
- Makes referrals to other staff or other information sources as appropriate.
- Understands and is guided by library policies and procedures and takes an active role in making suggestions for change and implementation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent computer skills in a Microsoft Windows environment; including Office applications. Understands the role of technology in providing library services and is proficient in that technology.
- Ability to learn and adapt to new software and equipment technologies.
- Knowledge of basic reference sources, both in print and online.
- Excellent interpersonal/customer service skills; ability to be consistently pleasant, positive, and responsive to a diverse public and staff.
- Ability to communicate library policies and procedures clearly.
- Ability to speak distinctly and be easily understood in person, by email and by telephone.
- Ability to establish and maintain good working relationships with subordinates, co-workers, supervisors, and the general public.
- Ability to plan, organize and prioritize responsibilities to work independently or with others.
- Strong analytical and problem solving skills.
- Ability to hear and understand spoken words.
- Must be adaptable to performing under moderate stress when confronted with an emergency.
- Ability to operate a variety of machinery and equipment including but not limited to, computers, telephones, copy machines and audio/visual equipment.
- Ability to perform moderate physical work, to lift, carry, pull and push up to 40 pounds; the ability to stand, walk, sit, bend, push, pull and perform similar body movements.

Teen Services Librarian

IMMEDIATE SUPERVISOR: Library Director

FULL TIME EQUIVALENT: 1.0

JOB SUMMARY

The Teen Services Librarian translates young adult needs and interests into effective library service; plans, organizes and maintains the Library's young adult collection; develops and implements a wide variety of programming for young adults from middle school through high school; and provides information and reader's advisory services to children, families and adults who work with teens; enriches the library patron experience by providing friendly and helpful customer service; supports the effective use of the Library's resources and equipment based on current best practices.

SUPERVISION RECEIVED

Works independently and normally sets workflow and performance routines under the guidance of and reports to the Library Director.

PROGRAM DEVELOPMENT – Essential Functions

- Plans, organizes, implements, and evaluates program services for teens; both in the library and in the community.
- Collaborates with schools and other agencies to serve young adults.
- Creates and maintains an attractive teen area which invites young adults to use the collection and the Library space.
- Constructs displays, designs brochures, flyers, bookmarks, and bibliographies to promote YA services.

COLLECTION DEVELOPMENT – Essential Functions

- Selects young adult materials in all formats using acknowledged review sources.
- Evaluates and weeds young adult materials based on professional judgment and the Crew Method for Weeding.
- Makes recommendations for purchasing young adult related reference materials.

INFORMATION & REFERENCE – Essential Functions

- Works regularly at the Public Services Desk and in the Teen Space. Performs reference interviews, answers questions, helps patrons find books, instructs patrons in the use of the Library's automated reference tools and computerized catalog, takes interlibrary loan requests, places and cancels hold requests and trains other staff member to improve their reference skills.
- Helps staff and Branch Managers serve young adults by presenting formal and informal training in young adult literature, the use of technology and appropriate reference tools.

- Participates in professional activities and continuing education, attends conferences and is aware of professional trends, methods, and ethics.

SUPERVISORY

- Accepts and helps directs the work of the Programming Assistant and volunteers.
- Assumes supervisory responsibilities when assigned.

ADMINISTRATION

- Develops and administers the Teen Services programming budget and works with the Collection Management Librarian to develop and administer the Teen materials budget. Monitors expenditures and makes budget adjustments as needed in consultation with Administration.
- Maintains statistical reports of program attendance and prepares studies and reports as needed.
- Participates as an effective and professional team member.
- Participates in developing goals, policies and procedures relating to young adults.
- Attends training, meetings, webinars, and seminars to contribute to the overall performance of Library operations.
- Assists with the development of Library long range goals and objectives by active participation in staff meetings and discussions.
- Keeps abreast of and participates in the development of the Library's policies, procedures and guidelines and communicates, enforces and supports those when dealing with public and staff.
- Consistently elicits and reviews customer/patron feedback and participates in efforts to improve service strategically related to the Library's mission.
- Maintains confidentiality of patron information.
- Attends work on a regular and dependable basis.
- Performs other duties of a similar nature as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of young adult literature, digital and multimedia materials, and electronic resources.
- Genuine respect for young adults and an ability to establish rapport with them.
- Knowledge of the intellectual, emotional, psychological, and physical development of adolescents.
- Highly self-motivated, sense of humor, flexible, energetic, creative, tech-savvy and patient.
- Excellent computer skills in a Microsoft Windows environment; including Office applications. Familiarity with online library automation systems and online searching. Understands the role of technology in providing library services and is proficient in that technology.
- Ability to learn and adapt to new software and equipment technologies.
- Excellent interpersonal/customer service skills; ability to be consistently pleasant, positive, and responsive to a diverse public and staff.