



Librarian

Service Area/Specialty: General Adult Services

Reports to: Information and Outreach Services Coordinator

Pay Grade: Non-exempt; Grade 7, starting at \$27.92 per hour

Using their professional judgment and experience, Librarians work to support the library in reaching and serving a diverse user population. This includes establishing partnerships to learn and promote the informational, educational, and literacy needs of the community as well as attending outreach events to engage with and connect community members to library services.

Primary responsibilities include: managing the library's collection of materials in all formats; planning and executing informational, instructional, and engaging programs and activities; assisting users with technology and digital resources; providing reference and readers' advisory services. Working as a member of the Information and Outreach Services team; a flexible schedule, including regular evenings and weekends is required.

Essential Tasks and General Duties

Provides professional instruction and assistance at a library services desk

- Provides reference/readers' advisory services, individual instruction, and exemplary customer service with courtesy, respect, and patience
- Responds to requests for information and reference services in a thorough and timely manner
- Instructs and empowers patrons and community partners in the use of library resources and technology
- Conducts library tours

Connects the community to resources

- Analyzes community needs and identifies opportunities to connect library resources with community issues, needs, and interests
- Attends community outreach events and makes presentations to the public, community partners, media, and staff as needed
- attends outreach events to promote library resources in the community

Develops informative, recreational, and culturally appropriate programming

- Plans cultural, civic, informational or recreational programs, projects, services, and community initiatives

Manages assigned areas of the collection

- Selects materials, analyzes the condition and use of collections, monitors local and national trends in use of library materials, and weeds materials in assigned collection areas

Leads by example

- Leads and participates in project teams and committees
- Works to advance department strategies to meet the goals and objectives of the library
- Advances creation and innovation in the library
- Works collaboratively as part of a library team, as well as a partner in city initiatives
- Remains flexible and calm when handling multiple competing priorities and tasks
- Adapts easily to changing priorities; works effectively in a fast-paced, high-volume environment
- Researches, writes and manages grants, as applicable
- Maintains skills through participation in professional organizations and appropriate continuing education activities. Stays abreast of new technology as well as trends and innovations in librarianship
- Communicates library policies, rules, and procedures to the public
- Guides and directs the work of volunteers and temporary workers
- Cultivates resilience, integrity, and a healthy work-life balance
- Maintains a high level of professionalism at all times. Exercises sound judgment daily and during times of stress or emergency.
- Maintains regular punctual and predictable attendance
- Other duties as assigned

Requirements of Work

Requires some experience in public library service and a Master's Degree in Library Science, or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge of and ability to communicate the general principles and ethics of professional librarianship
- Adapts easily to change and thrives under changing circumstances
- Knowledge of standard reference services, reading trends, and current technologies
- Proficiency in Windows, Microsoft Office, Google Workspace, and ability to quickly learn and teach new software as needed
- Ability to problem-solve
- Willingness to learn
- Maintain a positive and achievement-oriented attitude
- Strong oral and written communication skills