



Wright Memorial

Public Library

WRIGHT MEMORIAL PUBLIC LIBRARY

JOB DESCRIPTION

POSITION TITLE:	LIBRARIAN
JOB CLASSIFICATION:	EXEMPT
DEPARTMENT:	YOUTH SERVICES DEPARTMENT
REPORTS TO:	YOUTH SERVICES COORDINATOR
DIRECT REPORTS:	NONE

SUMMARY OF RESPONSIBILITIES

Connects library patrons to information, entertainment, technology, and culture through library services, programming, research assistance, readers' advisory, tours, and trainings. Responsible for collection development and promoting the library's materials and services by engaging patrons in person, in the community via outreach, and in virtual applications online.

JOB RESPONSIBILITIES

- Assists library patrons with readers' advisory, information literacy, and the use of library materials and reference services.
- Demonstrates excellent internal and external customer service.
- Answers patrons' questions in person, by phone, and/or online.
- Serves at public service stations and in a roaming capacity to assist patrons in making effective use of library facilities and resources.
- Troubleshoots patrons' technology issues with computers or personal electronic devices.
- Designs and implements programs to promote library resources and address community needs.
- Participates in community events to promote the library and its services.
- Conducts tours and assembles materials for class assignments.
- Maintains the library's collections through material selection, assessment, and weeding.
- Creates and maintains displays to promote materials and library services.
- Gathers statistics and submits required reports as assigned.
- Assists with opening and closing duties.
- Attends department meetings.
- Reads and recommends a variety of library materials to patrons.
- Performs other duties as assigned.

POSITION REQUIREMENTS

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance and reliability:** Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- **Customer Service:** Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues and members of the public.
- **Diversity:** Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- **Initiative:** Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- **Teamwork:** Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations.
- **Organizational Ethics:** Maintains a high level of ethics, integrity and confidentiality. Follows all library policies and procedures.
- **Technical Skills:** The ability to perform necessary tasks, and provide assistance to patrons, using a variety of technologies.
- **Safety/Security:** Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- **Professional Development:** Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- A Master's degree in Library Science from an ALA accredited institution (or currently in a program working towards a Master's degree in library science), or a Master's degree in Education with relevant library experience.
- Proficiency in basic computer knowledge and demonstrable ability to use applications in Windows environment including Microsoft Office products, Internet use, and email.
- Capacity to read, analyze, and interpret reference resources, professional journals, policy and procedure manuals and governmental regulations.
- Skill and ability to read English, understand oral and written instructions, and communicate effectively with staff and patrons, orally and in writing.
- Ability to interact with the public, vendors, or staff in a consistent, friendly, and professional manner.
- Knowledge of professional library principles, methods, techniques, and procedures.
- Possess the skill to construct a competent and complete search strategy using both print and non-print information resources.
- Ability to complete and compute various math equations when completing reports.
- Ability to frequently use a keyboard, carry, hold, lift, reach, stoop, sit, turn, push and pull.
- Ability to operate in a network environment and to learn various integrated library system functions used in carrying out essential job responsibilities.
- Maintains a positive attitude and a willingness to accept change.

- Ability to work flexible schedule including nights and weekends.