

Librarian I—Community Engagement

JOB TITLE	DEPARTMENT	REPORTS TO
Librarian I	Adult Services	Adult Services Manager
STATUS	PAY RANGE	SCHEDULE
Full-Time; Non-Exempt	\$20-23/hr	37.5 hr/wk;

Essential Functions

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Patron Assistance

- Deliver exceptional customer service while answering questions, providing reader's advisory, and teaching or assisting with the Library's physical and digital resources.
- Proficiently handle all circulation duties including staffing the circulation desk, shelving, and attending to customer complaints when called upon.
- Tactfully explain basic policies, procedures, and code of conduct to customers; refer to appropriate supervisory level as needed.
- Interact and communicate pleasantly and effectively with diverse customers and staff, maintaining a positive and professional demeanor while providing friendly courteous service.
- Respond to suggestions, requests, or concerns from library users or community members.
- Participate in meetings, committees, or projects intended to enhance library services or promote consistent policies and procedures across the department.

Collections & Services

- Participate in collection development in assigned, specified areas including both selection and weeding; make suggestions for improved collection maintenance.
- Review and analyze collection use; recommend materials for purchase based on community needs and awareness of various cultures and socioeconomic backgrounds.
- Manage, monitor, and maintain assigned collections budget allocations.
- Develop, implement, and evaluate services and programs in assigned areas.

Programming

- Work in conjunction with other Community Engagement staff to develop, plan, and implement programs that focus on Community needs and aspirations.
- Collaborate on production of pamphlets, brochures, posters, displays and social media relating to adult reader's advisory, services, and programs.
- Compiles and drafts library activity reports and statistics.

Outreach

- Collaborate with Adult and Youth Services staff to develop, plan, implement, and attend programs and outreach events to promote library services.
- Provide outreach to community organizations, businesses, and schools; inform community members and organizations about library services, programs, and collections.
- Represents the department at professional meetings as required and promotes library services.

DISTINGUISHING CHARACTERISTICS

Librarian I is the entry level class in the professional librarian series. Initially under close supervision, incumbents provide assistance and service to customers while learning library policies, procedures, and operations. As experience is gained, duties become more diversified and are performed under more general supervision with added responsibilities. Librarian I's may lead subordinate staff and/or lead day-to-day operations of Adult Services. This class is distinguished from the Librarian II class in that the latter performs work of greater responsibility and complexity.

QUALIFICATIONS

Bachelor's degree plus any combination of education and experience equivalent to a Master's Degree in Library or Information Science, or a closely related field, from a graduate library school program accredited by the American Library Association; must acquire and maintain State of Kentucky Library Certification at the Paraprofessional 1 level or higher.

Must successfully complete a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of practices, procedures, techniques, material and technology used in professional library service, including general reference, classification, circulation, and adult library services.
- Knowledge of computer tablets, e-readers, iPads, smartphones and demonstrated ability to help patrons and/or staff in need of assistance when using these devices to utilize library databases and services.
- Knowledge of practices for developing and implementing library programs and outreach; ability to gather information about the Community and provide tailored programs and services.
- Ability to solve practical problems without supervisor intervention. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage difficult or emotional customer situations, responding to customer needs and requests for service and assistance while maintaining high quality customer service skills.
- Ability to deal with people tactfully and effectively, establish and maintain effective working relations, and provide excellent customer service to all library patrons.
- Ability to organize own work, setting priorities and meeting deadlines with flexibility and ability to handle frequent interruptions.
- May be required to adjust schedule to work occasional days, evenings and/or unscheduled weekends evenings depending on staffing levels.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information in these situations. The employee must be able to remain in a stationary position 70% of the time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other materials; and position self to access library materials and other objects on low and high shelves. The employee must occasionally lift and/or move up to 30 pounds. Occasional travel to other locations to work or attend meetings may be required. There may be some work performed outdoors or in other community buildings.

Paul Sawyer Public Library is committed to equal employment opportunity. The physical demands described herein 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 these essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Exposure to dust and mold; ink on printed pages; strong scents.

SCHEDULE

Full time (37.5 hours weekly), typically Tuesday—Saturday; this position may require working during any of the hours that the library is open, including days, evenings and rotating Sundays. Although a weekly schedule is established, the needs of the library may require schedule changes and flexibility.

BENEFITS

- Medical, dental, vision and life insurance
- Supplemental benefits to include (but not limited to) short-term disability and long-term disability
- Generous paid time off plan (vacation, sick, holidays)
- Pension plan with employer contribution
- Employee assistance program
- 401k, 457, & IRA