

JOB DESCRIPTION—LIBRARIAN

Reports to: Director

1. General summary

Under the general direction and supervision of the Library Director, the Librarian provides assistance to library patrons and assists with programming and outreach services to children, young adults and adults both within the library and the community.

2. Essential job duties

- a. Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- b. Circulates library materials. Answers reference questions. Researches complex questions. Uses a variety of computer databases, electronic resources and computer software packages. Has access to and maintains the integrity of confidential customer information. Interprets policy and explains procedures to the public. Responds to customer concerns and complaints and conducts conflict resolution.
- c. Works collaboratively, as a team, with all programming staff in preparation and presentation of programs and services for all library users. Assists with ideas for programs and collects necessary materials.
- d. Conducts a variety of programs and activities to encourage the use of the library by children, young adults and adults, including but not limited to, films and special events, reading clubs, and school and community outreach.
- e. Assists with community analysis and surveys regarding current and future programming needs. Assists with grants to support library programming. Promotes programs by producing publicity releases, flyers, and monthly calendar.
- f. Assists with developing partnerships with the community to provide programs and services. Prepares and delivers speeches to community groups.
- g. Advises in the selection of materials, maintains collections under the supervision of the Assistant Director, reads professional literature and reviews as appropriate to correspond with current and future library programs.
- h. Works with other library staff on technology projects designed to organize online information to make it more accessible and useful to the public.
- i. Maintains and cultivates contact with the general community, the public, schools, teachers, other libraries, city employees, state and regional library associations, and other professional organizations.
- j. Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions. Completes special projects and tasks.

3. Knowledge, skills and abilities required

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of recreational and educational needs of adults, young adults and children along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs.
- b. Ability to translate adults, young adults and children's needs and interests into effective library services and programs.
- c. Knowledge of current trends in library services, literature and other materials for all ages.
- d. Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- e. Knowledge of the Dewey Decimal System and OCLC national database for use of catalogs.
- f. Knowledge of library procedures and policies.
- g. Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- h. Knowledge of literature and reference materials.
- i. Skill in performing CPR and first aid.
- j. Skill in organizing library materials and workflow.
- k. Ability to safely reach, lift and carry books weighting up to 20 pounds.
- l. Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
- m. Ability to solve problems
- n. Ability to research and evaluate library activities and library procedures.
- o. Ability to perform basic math and bookkeeping functions.
- p. Ability to maintain detailed and accurate records.
- q. Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.

4. Entry requirements

Associate's degree. Major in education or library science preferred. Minimum one year of professional experience in a library setting, with supervisory and administrative experience preferred. Experience with programming given preference.. A valid Iowa driver's license, required. A valid driver's license from any state may be utilized upon application; with the ability to obtain the State of Iowa driver's license within 30 days from day of appointment.

5. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

Approved June 18, 2012

Revised and approved April 17, 2023