



Resolution: 081417

Job Title: Librarian

Department/Division: Library/Public Services, Youth Services, Technical Services, Digital Services, Reference Services, or other division.

Reports To: Library Director

Direct Reports: As applicable

Salary Class/Salary Grade: Classified/Grade 20

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

The purpose of this position is to create, implement, and manage a comprehensive library plan in a designated collection and/or service area.

ESSENTIAL JOB DUTIES:

1. Coordinates the selection and acquisition of materials for an assigned division of the library.
2. Selects titles for purchase, utilizing professional journals and review sources.
3. Oversees the processing, classification, replacement, and deselection of books for the division.
4. Develops ways to promote, organize, and access collections in assigned areas.
5. Assists patrons with the selection of library materials, reference guidance, and library procedures.
6. Instructs patrons in the use of the Online Public Access Catalog (OPAC), "Camelia Net", internet, Time and Print Management Systems, electronic resources, and self-check-out.
7. Provide reference information and assistance through print and electronic resources.
8. Provides detailed information regarding services, policies, and procedures to patrons and staff.
9. Enforce library rules regarding patron behaviors (cell phone use, noise, eating/drinking, etc.).
10. Investigates and resolves complaints regarding library rules and regulations; refers unresolved issues to the Director.
11. Stay abreast of new published materials, authors, and awards as well as emerging trends in the field.
12. Searches for, writes, implements, and evaluates grant programs as needed.
13. Plans and facilitates public programs such as summer reading program, book clubs, computer classes, and special interest classes; secures speakers, performers, and instructors; serves as class instructor when appropriate.
14. Promotes library programs through printed materials, social media, press releases, photographs, cooperation/collaboration with various community groups, outside agencies, and schools.

15. Assists the department director with the development of short and long range plans; researches and recommends new programs; gathers and prepares data for reports and recommendations; coordinates activities with other departments, agencies, and groups as needed.
16. Works with the Library Director and other staff to budget for and track expenditures; prepares and submits purchase orders; assists with fiscal year budget requests; and prepares financial reports as needed.
17. Prepares a variety of forms, correspondence, and reports; maintains and compiles statistical information.
18. Compiles bibliographies, lists of information, and other materials to assist patrons.
19. Works with team members to address Library concerns and implement new programs.
20. "Reads" shelves to ensure materials are in correct order.
21. May be asked to participate in fundraising activities such as recruiting business sponsors and donations as appropriate; evaluating gifts for collection suitability; and working with the Friends of the Library.
22. May supervise part-time staff or volunteers and develop/manage work schedules as designated by the Library Director; assists in supervision of full-time Library staff in supervisor's absence; assists the Library Director in the recruitment and hiring of Library staff.
23. May be given special regular assignments by the Director such as serving as liaison to Shelby County IT Department, proctoring exams, preparing staff meeting minutes, coordinating library tours, coordinating volunteers, maintaining website and social media content, managing "Camellia Net", etc.
24. Assist with other library areas as required, including but not limited to circulation desk duties, inter-library loan requests, special projects, and general clerical support.
25. Works with all library staff to maintain a clean, welcoming, and orderly environment for patrons.
26. Attends conferences, seminar, and workshops for professional development as needed.
27. May stand in for Director in absence of such as delegated by the director, board chairman, city administrator, or mayor.
28. Regular & predictable attendance is a required essential function of the position based on department established work schedule.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of modern library systems and programs
 Knowledge of library collection classification and selection tools and techniques
 Knowledge of City of Alabaster rules, policies, and procedures
 Knowledge of Albert L. Scott Library rules, policies, and procedures
 Knowledge of research methods and techniques
 Excellent customer service skills and ability to address public concerns
 Excellent organizational skills and ability to prioritize multiple tasks
 Skill in operating computers, basic library equipment and prescribed software programs

Ability to plan and coordinate programs and activities
Ability to speak in front of a variety of patrons, community groups, school groups, etc.
Ability to analyze problem situations and make appropriate decisions
Ability to communicate clearly and effectively, both in orally and in writing
Ability to maintain composure in stressful situations
Ability to make moderately complex decisions in accordance with policies
Ability to analyze information and prepare reports
Ability to work independently and as part of a team
Ability to exercise sound judgment within the scope of responsibility
Ability to establish and maintain effective working relationships with subordinates, co-workers, supervisors, and the public
Must be able to work nights and weekends
Must be able to drive to assigned locations on occasion.
Demonstrate ability to manage social media platforms and other web presences.

MINIMUM QUALIFICATIONS:

Masters of Library and Information Studies (MLIS) degree from and ALA accredited college or university program required. Two years of related experience is preferred. Must possess and maintain a valid state driver's license.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical activities required for this position involve:

Frequent sitting, standing, using hand and fingers, talking, and hearing. Occasional walking, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, and crawling to reach and lift materials.

This position requires lifting:

Up to 25 pounds frequently; Up to 50 pounds occasionally.

This position has the following special vision requirements:

Ability to read information both in print and electronically.

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

Exposure to dust and dirt.

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date