



**City of Gustavus, Alaska
Public Services Librarian
Position Description**

Title: Public Services Librarian

Regular Part-Time Non-Exempt Position: This is a part-time position non-exempt, up to 25 hours per week, and works under the supervision of the Library Administrative Director.

Supervisor: Library Administrative Director

Work Location: Gustavus Public Library

Summary: The Public Services Librarian works under the supervision of the Library Administrative Director to ensure the smooth operation of the Gustavus Public Library through the provision of services and resources to the public. This includes customer service to patrons in person or via other communication methods such as e-mail and phone; collaboration with the Library Administrative Director on collection development and managing volunteers. This position will additionally perform reference, and circulation duties; coordinate and lead scheduled library programs, library specific events and library trainings and workshops; effectively communicate information about library materials, services, programming and resources; and represent the library on committees, in professional organizations and at conferences.

The Public Services Librarian focuses on developing library programs for diverse age groups, training/supervising library volunteers, and writing news articles and a monthly newsletter.

Due to the nature of the Public Services Librarian position, the successful candidate may need to occasionally work hours outside of a typical 9-5 workday schedule, when called for, while keeping her/his supervisor at the Library and City Hall and where appropriate, library volunteers, apprised of any schedule changes in a timely manner via telephone or email. Schedule changes may be due to a missing volunteer or the need to support a scheduled activity outside of a normal work schedule.

Essential Duties and Responsibilities:

- Supports and promotes the concept of Intellectual Freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.
- Collaborates with Library Administrative Director and other library professionals and volunteers to develop and implement fair and equitable circulation and service policies.
- Budgets time according to payroll budget approved by the City Council and a work schedule based on non-exempt employee wage and hour laws and approved by the City Administrator.
- Recruits, trains, and schedules Library volunteers for the circulation desk, work parties, special projects, programs and other functions.



- Ensures that the library desk shifts are adequately staffed, including supporting volunteers in person or via phone during their desk shifts, covering desk shifts on a regular basis, and filling in for volunteers who are unable to make their shift.
- Coordinates reservations for non-library related use of the Library Meeting Room or other Library spaces according to the Library Meeting Room Policy.
- Coordinates with volunteers, community agencies, local and regional organizations and other entities to purchase appropriate library materials and develops applicable library programs that contribute to the needs and desires of the community.
- Organizes and administers the Summer Reading Program for children, including, if budgeted, the hire and supervision of part-time assistants, recruitment and training of Reading Buddies and other volunteers. This may entail collaboration with the Gustavus School.
- Learns, understands, and practices City Ordinances and Policy & Procedures
- Researches opportunities for and writes grants for library services or special programs. In consultation with the City Treasurer, and in accordance with City ordinances and Policy and Procedure, administers successful grants and reports outcomes to the granting organization and to the City Administrator and/or City Treasurer.
- Writes and issues news notices, alerts, a monthly digital/print Library Newsletter, and public posters regarding Library related events, library programs and library workshops using existing and new social media.
- Participates in training workshops and conferences related to public library operations, as the budget allows and as approved by the City Administrator and Treasurer.
- Other appropriate duties as assigned.

Assists in conjunction with the Administrative Library Director to:

- Schedule and proctor tests (driver license; certifications; distance-delivery classes).
- Select and provide for maintenance of, and assist patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Maintain Library online catalog database.
- Maintain inventory of Library equipment.
- Provide access to interlibrary loan services.
- Provide reference services to patrons.
- Select and orders Library materials in response to community needs and interests, including books audio-visual materials, subscriptions, on-line data bases, government documents and other reference materials for all age groups,
- Periodically, weed the collection and evaluate donated materials for inclusion in the collection based on the library's collection development policy
- Work within the Library Annual Budget and City finance policies and procedures as approved by the City Council.
- In the absence of the Library Administrative Director, function as purchasing officer. Control departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.



- In consultation with the Library Administrative Director, assist in preparing a monthly report of Library activities to the City Council.
- Prepare and submit other reports as requested by the Council.
- Collaborate with the Administrative Librarian on filing an annual report of library operations with the Alaska State Library.

Continuing Education and Training:

- Participates in training workshops and conferences related to public library operations, as approved by supervisor and City Administrator.
- Participate in continuing education with digital platforms and trends in support of increased technology at the library including public use computers, video conferencing equipment, ListenAlaska eBook Distribution, Overdrive, and other programs.

Required Minimum Qualifications - Education and Experience:

- Graduation from high school or GED equivalent (college degree desired).
- One year of experience working with the general public.
- General work experience involving leading, managing, training, presenting programs or workshops and organizing volunteers.
- General experience working with programs involving literacy, reading programs or other related library/learning activities.
- Background in library operations (preferred).
- Library Science or Information Studies degree (preferred)

Desirable Knowledge, Skills And Abilities:

- Communicating and working effectively (orally and in writing) with the public, co-workers, employees, supervisors, volunteers, members of committees and the like.
- Basic computer skills including Office Productivity Software using Microsoft for word-processing, spread sheets, data collection, and newsletters.
- Ability to work effectively with library technology and databases.
- Ability to develop broad based library programs based on community needs and input.
- Familiarity with basic budget preparation, wage and hour laws, and purchasing procedures.
- Ability to establish and maintain effective working relationships with others.
- Excellent communications and people skills.
- Handling money for patron transactions.
- Grant-writing experience (desired).

Physical Demands:

The following are representative physical demands the Librarian should expect to encounter:

- Prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling, and pushing.



- Ability to frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors.
- Light maintenance and housekeeping duties

Work Environment Conditions:

The Librarian may be exposed to the following work conditions:

- Equipment includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment.
- Tools include stepladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.
- Multiple simultaneous requests from library patrons
- Groups of active, sometimes noisy children
- Questions regarding operation of patron computers, printers, fax machines
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways

Notice

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

The City of Gustavus is an Equal Opportunity Employer