

# Librarian

**Direct Supervisor:** Public Services Manager  
**Department:** Mead Public Library  
**Version Date:** October 20, 2020  
**Salary Grade:** J  
**FLSA Status:** Exempt (Full-Time), Non-Exempt , Not Represented (Part-Time)



## Position Summary:

The purpose of this position is to lead and mentor other library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

## Essential Responsibilities:

- ~~1. Mentors~~ Serves as a resource to other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
- Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
- Leads ad hoc teams or projects; participates in and leads staff committees
- Maintains high level of professional knowledge of ~~Researches~~ trends and innovation in library services
- Monitors local library statistics and makes recommendations to management for improvements
- Provides customer service and assistance in the use of library services, including reader's advisory and reference services and technology training and assistance.
- ~~Plans, coordinates and presents~~ Develops and coordinates programs ~~and~~, events, and storytimes
- Serves as a library representative on various community committees ~~ambassador to the community through community engagement and outreach strategies~~
- Assists manager in the development of library policies, plans and goals
- Coordinates, develops and presents library training to staff and public
- ~~11. Reports safety and security matters to management, security specialist or maintenance staff~~
- ~~12. 11.~~  Oversee library collections procurement and weeding process
- ~~12. Maintains high level of professional knowledge~~ Engages with the larger LIS profession through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
13. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist
14. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff
15. Acts as "person in charge" when Managers and Director are unavailable
- ~~13.~~
16. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- ~~14.~~
- ~~15. 17.~~  Performs other related work as assigned by the Director or Manager

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## Education & Experience:

1. Master of Library Science from an American Library Association accredited library school or equivalent advanced degree
2. Two years of experience in a public library or equivalent relevant experience

## Qualifications & Skills:

1. Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community.
2. Possess in-depth knowledge of library systems and concepts as well as excellent communication and organizational skills.
3. Desire to meet and serve the library's user community
4. Ability to think analytically and to develop new or revised systems, procedures, and work flow
5. Ability to exercise initiative and independent judgment
6. Knowledge of computers, the internet, and commercially available library software
7. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
8. Ability to make administrative decisions, interpret policies, and mentor staff
9. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
10. Knowledge of the philosophy and techniques of library service
11. Ability to organize job duties and work independently
12. Demonstrated knowledge of library materials and resources
13. Creativity to develop and implement library programs and services
14. Ability to communicate both orally and in writing
15. Positive attitude toward library users with special needs
16. Accuracy and skill in typing
17. Mathematics: Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
18. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
19. Technology: Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
20. Language Skills: Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
21. Other: Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to perform work in response to general, outcome-based directives.

## Post Job Offer Requirements:

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Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Regularly required to talk, hear, see and sit.
2. Required to stand and walk, and lift and/or move up to 10 pounds.

## Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

## Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_