

City of Alamosa Job Description

LIBRARIAN
Revised 01/25/12

Salary Range: \$13.00 - \$17.65

FLSA: *Part-Time/Full-Time, Non-Exempt*

GENERAL STATEMENT OF DUTIES: Performs professional library duties in providing library and research services and maintenance of the library and its collections; does related work as required.

SUPERVISION RECEIVED: Works under the general direction and guidance of the Library Manager.

SUPERVISION EXERCISED: None.

ESSENTIAL FUNCTIONS:

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

Specialty: Children's Librarian (Part-time)

- **Programming:** Plan, organize, and execute programs as assigned by the Library Manager for children of all ages from infancy through young adulthood and child-related programs for parents, caregivers, and teachers. This includes the Summer Reading Program, monthly special programs and weekly story times with the emphasis of hosting those programs at the library. The position requires scheduling, including contact with outside individuals to present programs for children. Initiative and creativity are expected in this position. Responsible to secure all materials used in the programming.
 1. Type and otherwise make ready program materials, book lists and announcements.
 2. Participate in the children's programs.
- **Collection Development:** Within assigned budget, purchase materials in varied formats and weed existing collections of infant through juvenile materials. Develops and maintains a reference and circulating collection for juvenile patrons. Directs housing of the materials in a way accessible to patrons, especially children, and ensure the shelves read in the children's and juvenile section with regularity. Standards for collection development will be set by the Library Director and implemented by the Library Manager.
- **Displays:** Develop attractive and timely displays throughout the children's area, including walls, bulletin boards, display cases, and stacks. Ensure displays are maintained during their useful time period.
- **Public Relations:** Interact with schools, libraries, and others in the area by coordinating programs, materials, and special projects with the emphasis of hosting those events at the library. At the direction of the Library Manager/Director, furnish press releases and maintain a positive relationship with the media.
 1. School and youth organization tours require preparation and delivery.

2. Promotional materials prepared and taken to public areas, including schools, for display.
 3. Appropriate materials to advertise and promote the Summer Reading Program must be prepared during the weeks of the program.
- Other: Other duties as assigned, including operating the circulation desk. This requires familiarity with the total library collection, including special collections and the reference collection.
 1. Help patrons with research in our collections and on the Internet. Provides reference and reader's advisory services and interprets the Library's policies and procedures.
 2. Provide training in use of library technology. Instruct patrons in use of electronic catalog.
 3. Engage in continuing education by attending workshops, classes and reading professional materials.
 4. Directing normal activity of the library needing immediate attention.
 5. Monitor behavior and conduct of library patrons.

Specialty: Support Librarian (Full-time)

- Assists at the circulation/reference desk, helps/trains patrons with computer issues, and assists in opening and closing procedures. Places a high priority on quality customer service and demonstrates continuous effort to improve operations.
- Participates in collection development activities (assess, weed, recommend). Recommends circulation, reference, and periodical materials.
- Provides input to the Library Manager concerning division goals and objectives. Assists in monitoring, evaluating, and revising library policies and procedures.
- Assists in training staff assigned to front desk duties. Advises Library Manager on employee performance.
- Utilizes word processing and other software to create support materials, such as overdue notices, reserve and circulation reports to include recording daily sheet statistics and end of the month calculations.
- Answers public inquires and resolves problems with overdue items, to include collection agency reporting. Reviews card applications.
- Deposits money generated from fines, sales, and donations.
- Assists with on-going and special projects.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- General safety practices and procedures.
- Modern principles and practices of library services
- Modern library organization, procedures, and materials.
- (*Children's*) Children's literature, of current topics of interest to youngsters of all ages, and of available materials in all formats.

Ability to:

- Interact effectively with the public and city employees, including diverse groups (i.e., senior citizens, persons with disabilities).
- Provide leadership in a team environment, while demonstrating adaptability and openness.
- Greet all community members with a positive attitude, always being tactful and courteous.

- Follow oral and written instructions.
- Recognize safety hazards and apply proper safety precautions.
- Answer phone calls or questions in a pleasant voice using correct grammar and diction.
- Report to work regularly and on time, as assigned, to include working evenings and weekends. Must be flexible in accommodating changing demands and conditions on a day-to-day basis.
- Operate modern electronic equipment (i.e., cash register, adding machine, Windows-based computer).
- Learn a software program specifically used to manage library materials and patrons.
- Work within a budget and be able to set priorities in the use of limited funds.
- (*Children's*) Work closely with Library Director and Library Manager in coordinating the children's program with the adult program, including the areas of collection development, special collections, and budgeting.
- (*Children's*) Conceptualize and implement desirable, appropriate, and timely programs and displays.
- Show initiative and be able to work independently with a minimum of supervision.
- Assume responsibility for the total operation of the library on Saturdays/Sundays, including oversight of support staff.

Required Physical Capabilities:

- Primarily sedentary office work with exposure to periods of high activity and high stress under demanding conditions.
- Normal range of vision and hearing for ensuring the safety of the employee, co-workers, and general public.
- Position requires bending, climbing, pushing, lifting of books and equipment, operation of furniture dolly, stooping, kneeling, and reaching.
- Dexterity to allow general reaching, handling, and grasping of library materials and routine office items.
- Incumbent must be able to reach to the top of library stacks either from the floor or by standing on a moveable stool. Must also be able to access the bottom shelves of the stacks by stooping, bending, and kneeling.
- Since the incumbent will be required at times to be in charge of the library, he/she must be physically able to respond to an emergency for his/her own protection and safety as well as that of others.

Duration <input type="checkbox"/>	Not at	Occasionally	1-3	4-6	7-8
Lift/Carry					
0-10 lbs			XX		
11-20 lbs			XX		
21-40 lbs		XX			
41-60 lbs		XX			
Push/Pull					
0-20 lbs			XX		
21-25 lbs		XX			
26-50 lbs		XX			
51-75 lbs		XX			
76-100 lbs	XX				

Bend			XX		
Overhead Reach		XX			
Twist/Turn			XX		
Kneel/Squat		XX			
Sit			XX		
Stand/Walk			XX		
Climb Ladder/Stairs		XX			
Rotate activities/positions			XX		

Material and Equipment Directly Used: Computers, ladders, step stools, book trucks, dollies, telephone, typewriter, fax machine, copy machine, small hand tools.

Additional Requirements:

- Must have access to personal transportation and be able to drive in making community contacts.
- Possess a valid State of Colorado Class B Operator's license and have an acceptable driving record in compliance with City policies.
- Must pass all testing and screening requirements established at the time of application.

Acceptable Education and Training: Requires BA degree in library science, education, or related area such as the humanities or social sciences. A combination of relevant education and experience may be substituted for degree requirements, but the incumbent must have familiarity with literature and an interest in the subject matter of books and demonstrate a workable knowledge of library policies and standards.

Experience: Two (2) years related work experience, preferably in a library or school environment. Highly developed communication skills on a professional level for relating with the general public and library patrons (young and old), school professionals, co-workers, volunteers, board members, and other groups such as community leaders and program providers.