

Position Title: Librarian

Department: Youth Services

Reports To: **Youth Services Manager**

Hours: **Full-Time (37.5 hours per week)**

Job Classification: 107

FLSA Status: Non-Exempt

Certification Level: LC6

POSITION SUMMARY:

Under the general direction of the Youth Services Manager and Supervisor, the Librarian provides exceptional service to library customers of all ages by offering material recommendation and assistance (readers' advisory) and general reference. Assists Youth Services Manager and Supervisor with collection development and maintenance. This position primarily takes place in a fast-paced environment, and will also include providing some computer and technology assistance to the public (printing, scanning, faxing, network connection), as well Evergreen catalog and account assistance, and directional assistance.

EDUCATION AND CERTIFICATION REQUIREMENTS:

- Masters of Library Science degree from ALA-accredited school **or ability to obtain this degree within 9 months of hire date**
- Ability to acquire a Librarian Certificate 6 (LC 6) as described by Librarian Certification Administrative Rule 590 and the Indiana Public Library Certification Manual

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- One year of professional experience in a public library setting preferred, but not required
- Experience working with children of all ages required
- Experience developing and conducting activities for children required
- Significant customer service experience, library preferred
- Programming experience, library preferred
- Satisfactory criminal history background check appropriate for working with children

ESSENTIAL DUTIES:

- Assists in the selection and maintenance of the Youth Services materials collection (both physical and digital); assists in the selection of databases for children and parents/teachers;
- Coordinates selection, check-out, and pick-up of materials to schools and daycares;
- Provides instruction and advisory services for library resources, including: apps, databases, streaming services, local history and genealogy resources, general collection materials, and library programs and services;
- Assists Youth Services Manager and Supervisor with developing and conducting creative children's programming activities, such as author visits, incentive reading programs, book-talks, story time, art activities, class visits, and library tours on and off site; assists and promotes various Youth Services programs, incorporating the library's physical and digital collections;
- Represents the library through community events and outreach services at local schools and organizations;
- Prepares and maintains creative displays and exhibits in the Youth Services Department;
- Assists customers with Evergreen accounts, placing holds, renewing items, updating information, recording fines and fees, and issuing cards; assists with general computer and technology equipment (scanning, printing, faxing, copying, wireless connection); assists with general library information and services, including databases and downloadable and streaming services;

- Actively promotes library resources, programs, and services during customer interactions;
- Follows library policies and procedures for interlibrary loans, material requests for purchase, and Internet access inquiries;
- Collects and maintains relevant library statistics;
- Provides assistance and suggestions for material selection and other services;

GENERAL KNOWLEDGE AND EXPECTATIONS:

- Provides prompt, attentive, friendly customer service, in-person and by phone;
- Adequate proficiency in the use of computers, tablets, mobile devices, applications, and app stores, as well as standard office technology (software, peripherals, and public equipment);
- Excellent English communication skills (oral and written), as well as presentation and instructional skills; bilingual language skills helpful;
- Possesses excellent interpersonal and customer service skills, with the ability to interact harmoniously and communicate well in a timely manner;
- Exhibits strong organizational and problem-solving skills and is able to work independently and efficiently with minimal supervision;
- Familiarity and interest in current books, authors, movies, music, general interests, technological equipment, and technological trends;
- Awareness of current public library practices, trends, and technologies;
- Participation in library events and outreach efforts;
- Attends and participates in staff and departmental meetings; willingness to serve on committees at a library and consortial level;
- Attends workshops, roundtables, webinars, and conferences that are relevant to job position and makes suggestions for improved services and work processes accordingly;
- Maintains a neat, clean, and professional appearance;
- Complies with library policies and procedures; supports and contributes to overall library mission and goals;
- Maintains reliable attendance by arriving to work as scheduled and on time;
- Other various duties as assigned.

WORKING CONDITIONS:

This position is primarily performed in an office environment. Applicant must possess the physical dexterity and mobility to work throughout a large, fast-paced service area; must be able to safely carry items and maneuver carts weighing at least twenty pounds, with some bending, stretching, and reaching included.

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment.

POSITION HOURS:

This is a full time position and requires 37.5 hours per week, including some nights and weekends.

SALARY:

This position is classified as a Level 107 on the Library's salary schedule.

Salary begins at \$17 per hour, and is commensurate with experience.