Librarian – Department Head

**General Description**  
Responsible professional librarian work involving the full range of librarian duties and functions:

Work involves the responsibility for providing library services to patrons and administering technical library collection maintenance functions. Duties include reference work, materials review, programming, maintenance of various files and collections and promoting library use. This position is also invested with making routine professional-level library technical decisions. The work requires that the employee have excellent judgment as well as excellent knowledge, skill, and ability in every phase of the public library field.

**Supervision Received**  
Works under the direction of the Director

**Essential Job Functions**

* Drafts and recommends policy to the Director and plans for the implementation of department goals and objectives.
* Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
* Prioritizes and manages daily work flow of the department
* Provides reference and reader's advisor services, instructs patrons in the use of library resources, including reference materials, catalogs, computer, and the interlibrary loan system
* Reviews materials for selection and acquisition, and makes recommendations for selection of a wide range of book, periodical, and audio-visual materials
* Develops and presents a wide range of library programming in their department
* Prepares and distributes public relations and informational materials relative to the activities of all areas of the library
* Organizes and maintains assigned collections
* Develops and presents programs and services directed at patrons in their department
* May supervise Library Assistants and Clerical staff, as assigned
* May lead and direct the work of the library in the absence of the Director
* Performs related work as required

**Knowledge, Skills, and Abilities**

* Excellent knowledge of the principles and practices of public library functions
* Considerable knowledge of the needs of library patrons of all ages and the ability to provide the type and level of service needed. Good knowledge of the community
* Excellent knowledge of reference tools and procedures
* Some knowledge of contemporary cataloging standards and practices
* Excellent ability to develop and present library programs for adults and children
* Considerable ability in oral and written communications
* Considerable ability to develop and present public information materials to promote library use
* Considerable ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies and the general public

**Qualifications**

* Master's Degree in Library Science from an accredited college or university
* One year of responsible professional librarian experience

**Physical Requirements**

* Ability to move and/or lift materials up to 25 pounds
* Ability to push a loaded book truck weighing up to 300 pounds
* Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
* Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
* Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
* Vision and hearing at or correctable to "normal ranges"
* Occasionally required to attend off-site meetings