

**DEPARTMENT:** Information & Reader Services **TITLE:**  Information & Reader Services Librarian

**GRADE:** 9 Exempt **REPORTS TO:** Director of Adult Services

**JOB SUMMARY**

This position functions as a member of the professional public service staff and is responsible for development of collections and programs, information and research, instruction and reader services based on library policies and professional techniques and practices. This position establishes and directs services according to the principles of equity of access, intellectual freedom, and privacy. This position serves as the “librarian in charge” with authority to make decisions in emergencies.

**ESSENTIAL FUNCTIONS**

* Provide information, research, and readers’ services to members in person, by telephone, through electronic communication and written inquiry.
* Assist members to identify, locate and retrieve materials appropriate to their interests or information needs. Reserve materials that are not immediately available. Provide interlibrary loan services.
* Use and inform members of resources and services to meet their interests and needs. Identify and access resources, including online databases, digital resources, and non-library agencies.
* Demonstrate, assist and instruct members in the use of information technologies and library equipment, such as the online catalog, online databases, Web resources, microform equipment, photocopiers, scanners, computers, tablets, e-readers, and related devices and with digital collections, downloading and streaming.
* Explain and interpret procedures and library policy to members.
* Read professional review sources. Perform collection analysis and participate in acquisition and withdrawal of materials within an overall collection development plan. Individual areas of responsibility include: designated print and e-title collections, maps, periodicals, electronic resources, and audio-visual materials.
* Participate in community collaborative and outreach activities. Serve as liaison to schools, business community, Park District, City of Highland Park, and other community organizations and agencies, as assigned.
* Provide tours or instruction to groups.
* Create research or reading guides, displays or similar aids to provide assistance and promote the collection.
* Create content for the Library’s Web and social media sites. Participate in promotion and publicity efforts.
* Maintain awareness of emerging technologies and new sources of information.
* Perform job duties during assigned shifts (including evening and weekend hours).
* Share responsibility for the building in the absence of the Executive Director or Department Heads, including overall responsibility for opening and closing.

**OTHER FUNCTIONS**

* Represent the library at professional meetings and networking groups.
* Participate in continuing education activities and maintain awareness of emerging library service trends.
* Plan and develop adult programming activities.
* Assist in the development and maintenance of department documents, forms and procedures and the intranet Site.
* Supervise reference aide.
* Process Interlibrary Loan requests through bibliographic databases, including OCLC WorldShare.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

* Independent judgment, problem-solving, analytical and conflict resolution skills.
* Planning and organizational skills.
* Knowledge of research sources and theories and applications of public library service.
* Knowledge of Library System and State Library cooperative agreements and guidelines.
* Ability to provide clear verbal and written communication, to provide interpretation and explanation of information sources, and to provide instruction in research technique and use of library resources.
* Strong service orientation.
* Ability to interact courteously and in a helpful and supportive manner with others.
* Knowledge of information technologies, ability to operate and troubleshoot computer hardware and software and general office equipment.
* Knowledge of alphabetic and decimal numeric filing rules.

**DESIRED QUALIFICATIONS**

* Bilingual Spanish/English.

**EDUCATION and EXPERIENCE**

* ALA-accredited MLS.
* Public library experience desirable.

**PHYSICAL and ENVIRONMENTAL CONDITIONS**

The physical environment is of a general office with computers, telephones, filing cabinets, and other standard office equipment and furnishing. In addition, the environment includes stacks of physical collections near the floor and extending to 90” above the floor. Some collections are accessible only by climbing stairs. Reasonable accommodate may be made to enable individuals to access particular collections.

* Ability to bend and reach, and to lift and carry materials and move carts of materials (up to 25 pounds).
* Ability to communicate by telephone.
* Ability to handle and shelve books.
* Ability to use a keyboard.

jj 3-15-2016