**Job Description**

Position Title: Librarian

Classification: 9

Supervisor Title: Reference Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library’s Standards of Excellence for Public Service.

## POSITION SUMMARY

Under the supervision of Reference Manager, this employee is responsible for providing reference advisory services for patrons in person, by phone, by fax, email and other social media. Provides bibliographic and electronic database instruction to patrons on individual basis or to groups.

Specific responsibilities/functions will be assigned by the Reference Manager on the basis of experience, skills, specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Working knowledge of department policies and procedures.
2. Knowledge of department collection and online resources to help answer patron requests.
3. Ability to perform internet searching effectively.
4. Working knowledge of library computer software systems and ability to problem solve and troubleshoot.
5. Thorough knowledge of general library philosophy, including the *Library Bill* *of Rights* and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
6. Current awareness of new technology related to library services such as e-reference, eBooks and social media.

## EDUCATION/EXPERIENCE REQUIRED

Masters of Library and Information Science from an ALA accredited school.

## ESSENTIAL FUNCTIONS

1. Provides professional reference service to patrons utilizing electronic and print resources.
2. Helps patrons individually with a variety of technologies, such as basic office, productivity tools, the internet, eBooks, personal devices, and emerging technologies.
3. Plans, develops, produces and evaluates programs and services to meet community needs.
4. Performs collection management for assigned areas of library’s collection including promotion, selection, weeding, and maintenance.
5. Participates in appropriate local, state and national professional organizations.
6. Participates in relevant training, continuing education and/or professional development.
7. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision for near and far.