

Position Purpose:

Provides administrative and librarian tasks providing general assistance to library patrons related to the daily operation of the library and the planning and promotion of programs and services. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below 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 if the work is similar, related or a logical assignment to the position.)

- Assists readers in location of books, periodicals, and other materials in person and over the telephone. Registers borrowers and charges/discharges books in accordance with department procedures. Collects fines and payment for lost books and enters in computerized cash register.
- Receives complaints or special requests from library users and makes every effort to follow through in response to them. Maintains quality public relations, advising patrons of library programs, procedures and policies. Acts as an advisory to patrons, suggesting reading materials and other information for patron's consideration
- May organize, catalog and process, withdraw, and shelve books and other library materials.
- Creates and distributes publicity and display materials for library programs and services.
- Maintains the library website and social media outlets.
- Produces and distributes press releases, newsletters, and posts on social media in order to promote all events.
- Serves as the contact person for performers and other event leaders. Handles contracts, payment, performer's needs, promotion, room setup, and day of event issues. Introduces and oversees programs in progress as needed.
- Creates and facilitates programs.
- Performs data entry searches for requested items, searches statewide and nationwide databases for materials. Answers reference questions, conducting required research on difficult and complex questions.
- Manages the Library's museum pass program, ensuring memberships and statistics are up to date.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Liberal Arts or a related field; one to three years prior work experience preferable in the library field; or an equivalent combination of education and experience. Valid Driver's License.

Knowledge, Ability and Skill:

Knowledge: Knowledge of library science, services, policies, and procedures. Knowledge of research techniques to learn reader interest levels.

Ability: Ability to interact in a positive and effective manner with employees and the public. Ability to work independently. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment including a computer, printer, copy machine, calculator. Ability to understand and use library and office computer software.

Skill: Proficient computer skills. Excellent interpersonal and customer service skills. Impeccable multitasking and organizational skills are necessary. Excellent oral and written communication skills. Skills using technology, including social media, are essential.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the library and in the development and delivery of library services to meet individual and community needs.

Supervision Received: Works under the direction of the Library Director.

Supervision Given: Directs Library Associate I and Library Technician on an as-needed basis in the absence of the Assistant Director and Director.

Job Environment:

- Work is performed under typical office and library conditions and work environment is moderately noisy. Employee may be required to work beyond normal business hours on evenings or weekends in accordance with the library's work schedule.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with staff, the public, contracted performers, varied organizations, and other libraries and consists of an information exchange dialogue, discussing routine and complex issues.
- The employee has access to department confidential information such as patron records.
- Errors could result in delays or loss of services, poor public perception of the library, and financial repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer