

Position Purpose:

Performs administrative, and professional librarian tasks providing general assistance to library patrons related to the daily operation of the library and works in the Technical Services Unit. 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.)

- Responsible for the purchase, installation, and maintenance of technical materials. Troubleshoots computers, printers, and copiers when technical issues arise. Maintains both public and staff Internet access. Stays up to date on new technologies and instructs both staff and patrons on their use.
- Acts as a local administrator for Evergreen and is the technical liaison with CWMARS.
- Provides information and assistance to library patrons. Provides instructions on the effective use of reference materials, including online databases, copier, scanner, and library computers. Provides assistance to patrons using both direct and wireless devices. Provides training to the public on a variety of electronic devices, software, and applications.
- 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.
- Creates and distributes flyers for library programs. Assists Head of Youth Services with larger projects in the Children's Room and in the community. Creates monthly bulletin boards.
- 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. Analyzes reader needs to develop collection to address such needs.
- Manages nationwide ILL requests. Interacts with patrons in person as well as via phone and email regarding ILL materials. Performs clerical duties associated with Inter-library Loan services.
- 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
- Catalogs, processes, and withdraws library materials, sorts through donated materials, discarding items that are not useful and enters some into the library system.
- Modifies the library website as needed. Maintains online calendar of events. Acts as liaison to the library's website designer.
- 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.

Knowledge, Ability and Skill:

Knowledge: Knowledge of library science, services, policies, and procedures. Knowledge of research techniques to learn reader interest levels, awareness of publisher and dealer practices and methods of

library supply resources. Familiarity with data processing and automation systems affecting administrative and library services, especially computer applications and the Internet.

Ability: Ability to use basic computer software programs and to troubleshoot basic computer problems for the public. Ability to provide training to the public using a variety of electronic devices, software, and applications. Ability to train and direct library technicians in their duties. Ability to research information for a wide variety of library users through published reference materials and electronic databases. Ability to interact in a positive and effective manner with employees and the public and to work independently.

Skill: Proficient computer skills. Excellent organizational, interpersonal and customer service skills. Excellent oral and written communication skills.

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: None.

Job Environment:

- Work is performed under typical office and library conditions and work environment is moderately noisy.
- 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, varied organizations, and other libraries and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to all department-related confidential information, including personnel records, bid documents and legal proceedings.
- 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

