

STAFF LIBRARIAN

Position Code: 1720

WC Code: 9101

FLSA Status: Non-Exempt

Pay Grade: 353

Location: Library

Approval Date: 2023

General Statement of Duties

Performs specialized professional work in multiple functions including customer service, program planning and implementation, and report preparation.

Distinguishing Features of the Class

An employee in this class plans, promotes, coordinates and provides specialized programs and services in the library and on outreach basis. Work includes coordinating seasonal displays; leading library clubs and groups; and assisting patrons with computer use. Work requires accuracy, judgment, tact and diplomacy in dealing with the public to resolve problems and complaints. Work is performed under daily professional supervision and is evaluated through daily observation, discussions, reports, quality and quantity of services delivered.

Duties and Responsibilities

Acts in the absence of the Division Head in the supervision of subordinate staff and resolves patron problems.

Plans, coordinates and implements programs which are promoted through flyers, brochures and press releases.

Creates research guides, blog posts, book reviews and other content for Library website and social media sites.

Works with the Department Head in collection development and deselection, and generates weekly, monthly and quarterly reports for use by the Division Head.

Assists and instructs library patrons in use of technology, including office equipment, computers and computer software, e-readers, tablets, and downloadable media.

Provides research and reader's advisory guidance to library patrons.

Handles interlibrary loan requests; creates on-line borrowing requests; notifies borrower when requested item arrives, retrieves and returns loaned requests materials; responds to requests.

Stays current with trends in library science by attending workshops and conferences and other continuing education opportunities.

Perform duties and responsibilities of Library Associate as needed for coverage.

Performs related tasks as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of books, materials, equipment and resources in area of assignment.

Considerable knowledge of the operation of a modern public library and practices of library science including the classification of books and the national and local library cataloging systems.

Working knowledge of personal computer operation and knowledge of library software and use of the Internet; ability to enter data accurately.

Ability to research and provide reference assistance.

Ability to supervise and train staff, community service workers and volunteers.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with supervisors, employees, volunteers, officials and the general public.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel objects, talk, and hear. The employee is occasionally required to climb, kneel, stoop, and crouch. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Lifts and carries books and materials up to 20 pounds. Employee must be able to manually push and or pull mobile library carts in excess of 100 pounds.

Must possess the visual acuity to work independently at a service desk to maintain records, read book spines, count money, and operate a computer.

Minimum Education and Experience

Master's of Library Science Degree from a college or university accredited by the American Library Association, two to four years of experience in a public library setting; or an equivalent combination of education and experience.

Special Requirements

Possession of or ability to obtain the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.