

ELYRIA PUBLIC LIBRARY

Inclusion, kindness, and respect infuse every chapter of our story!

JOB TITLE: LIBRARIAN

Department:	Youth Services, Adult Services, Small Branch, Outreach	FLSA Status:	Hourly Non-Exempt
Location:	West River, Central, South, Keystone, Taylor	Position Type:	Full-Time
Salary Range:	\$21.62	Hours/Week:	37.5
Supervisor:	Branch Manager, Department Manager	Positions Supervised:	None

JOB SUMMARY:

The Librarian plays a crucial role in advancing our library's mission by being a steward of the collections, initiatives, and space. This role combines customer service, collection maintenance, and program development to create engaging experiences for the diverse needs of the community. Specific job duties of a librarian will vary, depending upon the assignment/department, and may include tasks such as providing outreach services to off-site locations, which can involve operating library vehicles, in addition to their responsibilities in alignment with both youth and adult services to ensure a well-rounded approach.

ESSENTIAL DUTIES:

Customer Service

1. Demonstrate firm support for library objectives, ensuring exceptional customer service and fostering an inviting, enjoyable, and educational environment for all Library users.
2. Respond promptly to reference and information queries, conducting research as necessary.
3. Assist patrons in accessing resources, materials, equipment, and databases effectively.
4. Address patron concerns professionally, ensuring adherence to Library policies.
5. Perform circulation duties when necessary to maintain exceptional customer service standards.

Program Development and Promotion

6. Create and execute engaging programs both on-site and through outreach, aligned with library standards and the department's intended audience.
7. Generate and distribute appropriate promotional materials, including displays, to increase library awareness under managerial guidance.
8. Assist in collaboration with community partnerships schools, community centers, and other educational institutions to promote library resources and services to a broader audience.
9. Provide personalized reader's advisory services.
10. Maintain regular communication to clarify expectations, goals, and objectives.
11. Foster relationships with various community organizations to promote/execute Library services.
12. Pursue continuous professional development and innovative strategies.
13. May provide oversight as directed by the Manager.
14. Demonstrate comprehensive knowledge of general library practices and consistently convey a positive image of the Library to the public and colleagues.

Technology and Resource Management

15. Proficiently operate and troubleshoot library equipment and technology.
16. Instruct patrons in using electronic reference resources effectively.
17. Navigate and operate E-media and circulation management software.
18. Embrace emerging technologies to promote digital literacy and create user-centric services.

Collection Development and Maintenance

19. Assist and participate in the selection, acquisition, and maintenance of library materials ensuring that the collection is relevant and meets the informational and recreational needs of the community.
20. Monitor local and national trends in collections, programs, public services, and community needs.
21. Curate and maintain special collections and other information archives as assigned.
22. Perform minor repairs on materials when necessary and promptly report maintenance issues.
23. Contribute to library collections' arrangement, organization, and presentation.
24. Other duties as assigned.

POSITION QUALIFICATIONS:

- Education:** Masters in relevant field required, masters in library science preferred
- Years of Relevant Experience:** Three (3) or more years preferred
- Years of Supervisory Experience:** Three (3) or more years preferred
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

JOB REQUIREMENTS:

1. Knowledge of principles and practices of library science.
2. Knowledge of literature, reference, informational, and other library materials, technology, programming, and services.
3. Knowledge of effective supervisory methods and techniques.
4. Skill in customer service.
5. Skill in public speaking and delivering educational and informational presentations.
6. Ability to plan and conduct programs for the branch and department's audiences.
7. Ability to operate both general and role specific equipment and technology used by the Elyria Public Library, with or without accommodation.

WORK CONDITIONS:

1. The work environment entails common safety precautions consistent with office settings, including safe use of equipment, awareness of surroundings, and adherence to fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting objects [less than 50 pounds] and carrying them short distances [50 feet or less] is required.
5. May require working irregular hours, including evenings and weekends.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.
7. Consistent presence on the library floor and on feet while monitoring, assessing, and assisting patrons/staff in the use of the library and its equipment.

COMPETENCIES:

- Customer Service
- Communication
- Programming
- Collection Development
- Collaboration
- Patron Awareness
- Readers Advisory
- Innovation
- Reference
- Organizational Awareness

The purpose of this position description is to offer a comprehensive overview of the primary duties and responsibilities typically undertaken by individuals in this role. Employees may be asked to perform job-related tasks beyond those explicitly outlined in this document. Reasonable accommodations will be made for persons with disabilities covered by the American with Disability Act (ADA) in accordance with its requirements.
