

PONTIAC PUBLIC LIBRARY

JOB DESCRIPTION

POSITION: Public Services Librarian

PAY: \$42,640-\$56,784

QUALIFICATION: College Degree and completion of an M.L.S Degree from an ALA accredited school and four (4) years of professional librarian's experience.

JOB SUMMARY

The Public Services Librarian is focused on delivering the highest possible level of library service while working to deliver general and specialized reference, information, and readers' advisory services. This position provides professional-level support to the Library Director in a variety of areas, which includes collection management and outreach. Employees in this classification will be required to assist in other departments in the library and will follow the guidelines for scheduled hours, assigned tasks, and supervision set forth in the Pontiac Public Library Policies and Procedures manual. An integral function of this position is the ability and willingness to train/instruct the public and provide good customer service. Supervision may be exercised over other library support staff and/or volunteers.

PRIMARY RESPONSIBILITIES

- Works actively to promote and meet customer service expectations established within the department and organization
- Works regularly at the reference desk or other public service points to answer standard and complex reference questions, provide readers advisory information and to monitor customer service and needs; demonstrates and troubleshoots the use of equipment, PCs and related software as needed
- Participates in planning and implementing system wide adult services or reference programs as directed
- Maintains relationships and effective communication with public and private organizations to further PPL's mission
- Promotes awareness of Library services to the community and Library staff
- Participates in the development of long and short-term plans for the department and the organization
- Actively participates in collection management duties for the Library to include selection, weeding and/or evaluating materials as assigned
- Prepares relevant and high-quality content from internal and external sources for Library website(s) and publications

- Researches, recommends, implements and monitors independently or with others, projects, grants, etc. as assigned
- Participates in the development and implementation of system-wide workshops and in-service training programs for staff
- Supports department and system-wide event planning and execution (i.e. Book Festival, Staff Development Day)
- Keeps abreast of technological changes; ensures efficient use of equipment and resources through communication and training
- Interprets and explains policies to public and staff
- Carry out any other duties within the scope, spirit and purpose of the job
- Assists patrons with their Library needs. Provides quick reference, detailed research, and reader's advisory assistance. Uses information resources in a variety of formats including print, microform, CD-ROM, on-line databases, the Internet, etc. to fill requests
- Provides both one-on-one and group training in the use of the Library, the Library catalog, reference materials, computer databases, and the Internet. May teach classes for both the general public and Library staff
- May schedule, assign, supervise and monitor the work of support staff
- Keep supervisor informed of departmental needs and concerns

NOTE: Examples do not include all the duties that the incumbent may be expected to perform. Additional duties may be assigned within the scope of required knowledge, skills, and abilities.

ESSENTIAL ABILITIES

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.
- Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
- Ability to work a flexible schedule to include evenings and weekends.
- Ability to travel to and from various locations. Ability to learn and carry out the primary accountabilities of the assigned position.
- Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.
- Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons

MINIMUM QUALIFICATIONS

- Master's Degree in Library Science from an American Library Association accredited graduate school. Minimum four (4) years of professional library experience in library setting.
- Must have skills in operating computers including automated information database, Microsoft Office, and electronic software.

- Must know how to use Online Public Access Catalog, Workflows, electronic resources and other information technology sources to meet typical library needs.
- Possess or be eligible for a valid Michigan Professional Library Certificate.
- Possess valid Michigan driver's license
- This position may require the use of personal vehicle on Library business, which requires individuals to be capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record.
- Demonstrate analyze and interpret information, established facts, draw valid conclusions, develop and implement responsible strategies.
- Work cooperatively and effectively with staff, patrons, and contacts.
- Convey ideas, information, and training through public presentation, verbal and written communication

WORK ENVIRONMENT

The location will be at Pontiac Public Library, and the schedule will vary according to the needs of the public and the Pontiac Public Library.

PHYSICAL DEMANDS

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, carry and stoop; must have the ability to communicate with patrons effectively; having the ability to talk with clarity, and be able to listen to patrons accurately; Must have specific vision abilities that include close and distance vision with good depth perception. The employee will occasionally lift and/or move equipment, etcetera, up to fifty (50) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE BENEFITS

A comprehensive benefit program, which offers optical coverage, dental coverage, life insurance, medical and prescription drug coverage, paid holidays, paid jury duty, paid vacation and sick leave.

Applications are available at www.pontiac.lib.mi.us. Completed application, cover letter and an updated resume should be sent to:

POINTIAC PUBLIC LIBRARY
STEPHANIE McCOY
60 EAST PIKE ST.
PONTIAC, MI 48342

DEADLINE: UNTIL FILLED