

Job Title: Librarian I – Part-Time/Temporary

Job Summary: To aid in accomplishing the mission and vision of the Library at all public services desks.

Duties and Responsibilities:

- Assist at all public services desks (Reference, Circulation and Children's)
- Provide reference, reader's advisory and information services on-site, online and by telephone, following standard principles and practices and the policies of the library
- Handle reserve requests and interlibrary loan requests
- Perform online searches and assist patrons with technology, computers, printing, copying and scanning
- Answer inquiries regarding library procedures, functions, upcoming events, and services
- Check materials in and out, register new borrowers, assist patrons with museum pass requests
- Shelve library materials and maintain proper order in collections by shelf reading
- Attend staff meetings and other trainings as requested
- Perform other duties as requested

Skills and Education Requirement:

- Masters of Library Science from an ALA accredited institution or Masters of Library Science degree candidate/enrolled student
- Experience with Symphony WorkFlows is a plus
- Proficiency with Microsoft Office, knowledge of current technology, technological trends, and operation of related equipment
- Familiarity with online searching is required

Needed Attributes:

- Reliability, dependability, and strong work ethic
- Excellent customer service skills
- Display initiative and problem solving skills
- Ability to communicate effectively, listen, and work cooperatively with patrons of all ages, volunteers, community partners, colleagues, and supervisors
- Ability to work independently, as part of a team, and be flexible and adapt to fast-paced work environment
- Possess good analytical skills and excellent computer and internet searching techniques
- Attentive to detail and excellent organizational skills
- Good sense of humor

Working Conditions:

This position operates in public and nonpublic areas. The work areas may contain book dust, molds, mildew and insects. It requires a working knowledge of library technology such as computers, copiers and audiovisual equipment. This position requires lifting at least 50 pounds, pushing materials weighing at least 100 pounds, bending reaching 25 to 75 times a day, the ability to climb stairs, talking on the telephone at least two hours a day, standing at least four hours a day and stationary work at a computer terminal or using other office equipment requiring eye-hand coordination and finger dexterity for at least four consecutive hours a day. This position exists in a shared office environment with a need for cooperative interaction in many different circumstances.

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