

Pauline Haass Public Library

JOB DESCRIPTION

Department: Adult Services

Job Title: ADULT & TEEN SERVICES SUBSTITUTE LIBRARIAN

Job Title of Supervisor: Adult & Teen Services Manager

Recognizing that formal job titles and descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide employees the opportunity to expand their work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive, the following description is effective as of August 25, 2021.

The Library reserves the right to modify this and every job description in whole or in part at any time. The order of listed items does not reflect their relative importance.

Qualifications:

Education: Master's degree in Library Science from an ALA-accredited institution

Essential Functions of Adult & Teen Services Librarian:

1. Interacts positively with people of all ages and temperaments.
2. Works a flexible schedule including evenings and weekends. Most if not all of those hours will be on desk.
3. Clarifies Department and Library procedures and policies for staff and customers.
4. Actively supports Library policy and procedure.
5. Communicates with department manager, and other staff regularly and effectively.
6. Resolves customer problems using good judgment and Library policy and procedure guidelines.
7. Provides reference and reader's advisory service to customers including locating and reserving materials.
8. Assists customers in the use of the Internet, online catalog, other online resources, and various hardware and software devices.
9. Develops feasible, realistic solutions to problems, recommends actions designed to prevent problems from occurring, and refers problems to department manager when necessary.
10. Performs other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.
11. Supports the Library's mission and vision, and upholds the values and priorities of the Library (included at the end of this document).

Knowledge, Skills and Abilities of Adult & Teen Services Librarian:

1. Extensive knowledge of adult and teen literature and reference sources.
2. Ability to identify and select materials from shelves in response to customers' inquiries.

3. Ability to read/view/listen to, and understand, materials presented in print, video, and audio formats.
4. Ability to effectively use reference interview techniques to insure accuracy in response to customers' inquiries.
5. Ability to operate and perform minor problem resolution on computers, computer peripherals, and photocopiers.
6. Ability to type and enter data into computer accurately.
7. Ability to accurately follow written or verbal instructions.
8. Ability to work effectively and pleasantly with people of all ages.
9. Ability to work independently, determining and adjusting work priorities as needed, and completing tasks in an orderly and timely manner.
10. Ability to communicate effectively orally and in writing.
11. Ability to handle emergency situations in a calm, capable manner.
12. Ability to work effectively with other staff throughout the Library.
13. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
14. Ability to work in a supportive manner with management.
15. Knowledge and understanding of, and ability to apply, library principles, procedures, technology, goals, and philosophy of service.

Physical skills necessary:

1. Sitting, standing, walking, climbing and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 30 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fine motor: typing, writing, filing, sorting, and shelving.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.

Library Vision

To cultivate a community of informed and engaged citizens.

Library Mission

We connect people to information, ideas, and one another in a vibrant and welcoming community-responsive environment.

Values and Priorities:

Responsive and Purposeful Service Development

- We continually engage with our community both within and outside of our building, to understand the needs and aspirations of all of its citizens. With this information, we thoughtfully plan in order to deliver high quality community-specific services and anticipate future needs.
- We work to provide flexible and plentiful spaces to support the educational, creative, entertainment, collaborative and connection needs of this fast-growing and ever-changing community.

Outstanding User Experience

- We are dedicated to excellence, accuracy, helpfulness, friendliness, and inclusivity.
- We foster a climate that welcomes feedback and promptly responds with improved service.
- We enjoy finding new ways to delight those we serve.

Improvement and Innovation

- We explore trends, develop new methods, and continually evaluate and adapt library services to remain relevant in the lives of our community.
- We celebrate imagination, invention, and inspiration by developing services, collections and programs that encourage discovery and creative endeavors.
- We prioritize and invest in the continuous development of a knowledgeable, innovative, and highly engaged staff.

Open Access and Opportunities for All

- We manage a collection that covers the breadth of changing interests, technologies and formats. Together with our programs, it is focused to appeal to the diverse tastes and needs of our community.
- We provide seamless entry to others' collections, in order to assure access to information for all.
- We extend the library beyond the building, and are committed to collaboration, sharing and giving back.

Responsible Stewardship of the Community's Investment

- We recognize that the library belongs to the people of the community, and our actions honor the public trust.

Intellectual Freedom and Patron Privacy

- We embody the library's status as a cornerstone institution of democracy for an informed public. We do this by providing information and programs that offer a wide variety of viewpoints on a broad range of topics.
- We protect every individual's right to explore information and ideas in a confidential manner.

Communication of Opportunities and Value

- We communicate the value of our services to the community through a variety of media.
- We cultivate relationships with government and municipal organizations; by listening we can be part of larger conversations and respond in ways that add value to people's lives.