

Position Description

**Class Title: Assistant Librarian
Tech Services/ Programming Librarian
Department: Library
Probation Period: One Year
Date: February 17, 2015**

**Grade Number:
Non-Exempt

Part Time ->Full Time**

GENERAL PURPOSE

Performs a variety of library tasks including reference work, supervising volunteers and maintaining the library's automation system and technical services to patrons and volunteers; related jobs include managing the library Web page and media collection, technical support of library computers and implementing, coordinating and facilitating Adult library programs, and maintaining the library collections.

SUPERVISION RECEIVED: Works under close supervision of Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists library customers of all ages in locating answers to questions in person, by telephone and via email using the variety of available resources, including but not limited to print and non-print materials and electronic databases.
- Weeding: Materials that no longer meet the stated objectives of the library (including items that have become damaged or obsolete) will be systematically withdrawn according to accepted professional practices. This systematic removal of materials ensures the library materials are current and enticing.
- Instructs and advises customers in the use of the online catalog system, classification system, online databases, the evaluation of Internet resources, the use of personal communication devices to access library resources, and any other available resources.
- Develops, coordinates, advertises and presents programs of interest to adults
- Arranges for interlibrary loans of materials not available in a particular library.
- Manages website and media collection
- Maintains library computers and related software in the library environment
- Acts as Reference Librarian as needed in the library
- Assists with planning and implementation of new software for library system
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Supervises volunteer staff as determined by Director.
- Performs routine processing and maintenance of books and other media.
- Processes holds and overdue notifications
- Proctors exams for students as needed
- Remains current on changes in the field of Library Science and Technical Services
- Creates, plans and implements flyers, signage, newsletters and displays for the library
- Attends required Safety Training Classes for the Village of Corrales

- Picks up mail from the post office
- Picks up/delivers correspondence from/to the Village office

ADULT VOLUNTEER COORDINATOR

- Oversees the recruiting, interviewing, hiring, training, and scheduling of adult volunteers ages 19-85.
- Ensures that the activities of the volunteer workers meet the needs of the organization;
- Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.

CATALOGING

Catalogs and classifies new books and media titles to provide easy retrieval for patrons;

Ensures accuracy and consistency of data in materials and bibliographic records; produces formatted records on OCLC, attaching order information as required;

Troubleshoots cataloging problems;

PERIPHERAL DUTIES

- Sorts through book donations for additions to the library collection and book sales
- Assists other staff members as needed in performing additional library duties

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- (a) Associate's degree from an accredited college with coursework in Library Science and
- (b) Three (3) years of progressive work experience in a library setting.
- (c) Experience as a volunteer in any field
- (d) Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES:

- (a) Some knowledge of principles and practices of modern library systems and programs; some knowledge of library circulation or processing techniques; working knowledge of library classification systems; working knowledge of basic office procedures;
- (b) Skill in operation of listed tools and equipment.
- (c) Ability to accurately maintain library filing systems, ability to orally communicate effectively; ability to establish and maintain effective working relationships with patrons, volunteers, supervisors and the general public.
- (d) Knowledge of Windows 7, Power Point, Excel, Publisher, and Microsoft Office
- (e) Ability to work a flexible work schedule including nights and weekends on an as needed basis.

TOOLS AND EQUIPMENT USED

Library computer system APOLLO, calculator, copy machine, fax machine, telephone, scanner and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operates objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions,

The noise level in the work environment varies during the day. Workday has frequent interruptions.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____
Village Administrator

Approval _____
Mayor

Effective Date:

Revision History: February 2015