



Public Services Librarian Library

LIB/2-517

JOB SUMMARY

This position is responsible for coordinating assigned library services and programs and for providing services to library patrons.

MAJOR DUTIES

1. Oversees the maintenance and development of the library collection as assigned; orders new materials; evaluates and weeds materials; straightens shelves; orders replacements for materials that are damaged or lost.
2. Oversees children's library services as assigned; assists in the selection of library materials; provides reference and readers' advisory services; coordinates book clubs, summer reading programs, and other programs; plans and conducts weekly preschool story time.
3. Oversees teen library services and programs as required; develops and implements educational programs and event; administers contracts with service providers; evaluates quality and usefulness of program services; establishes and maintains viable relationships with community agencies; develops partnerships to enhance library awareness and promote teen services.
4. Plans, organizes, and develops adult programming as assigned.
5. In the absence of the Director, supervises library assistants, pages and volunteers; serves as liaison to community organizations; resolves problems and concerns; gathers and prepares statistical reports; initiates maintenance and repair activities as needed; develops grants.
6. Responds to the informational needs of the patrons; answers reader's advisory questions; answers reference questions; conducts community outreach events; develops and disseminates promotional materials; gives presentations to community groups and meetings to promote programs and services.
7. Implements circulation procedures; provides information assistance to the public regarding library programs, services, materials, facilities, equipment, fees and library procedures; checks materials in and out; places materials on hold; answers telephone; renews materials; collects money for fines; issues library cards; assists patrons to locate material.
8. Ensures that inter-library loan materials are delivered in a timely manner; packages materials being sent to other libraries; unpacks materials delivered to library; checks in related materials; notifies patrons when materials arrive; prepares or completes various forms, reports, correspondence, inter-library loans, invoices, gift donation forms; cataloging reports, policies and procedures, professional literature manuals, periodical updates an reference materials; reviewing, processing and forwarding as appropriate.
9. Assists patrons with public access computers; performs basic maintenance which includes clearing paper jams, replacing paper, toner and coordinating service tickets as needed.
10. Retrieves books from outside book returns.
11. Maintains a current knowledge of trends and advances in the profession; maintains awareness of new technology; reads various books, literary journals and publications; participates in professional organizations and maintains professional affiliations; attends workshops, training sessions and continuing education opportunities as appropriate.
12. Attends professional conferences and other training and networking opportunities.
13. Develops and updates library displays.
14. Proficient in marketing programs and services through flyers, displays, posters and library approved social media accounts.
15. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of collection development principles.
2. Knowledge of available resources for program content.
3. Knowledge of collection management principles.
4. Knowledge of patron services principles and practices.

5. Knowledge of library programming principles.
6. Skill in the supervision and training of personnel.
7. Skill in the use of computers and job related software programs.
8. Skill in grant application and administration procedures.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Library Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include library policies and procedures, the county personnel handbook, American Library Association guidelines, Georgia Public Service guidelines, and sample guidelines, policies, and procedures from similar institutions. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and technical librarian duties. Rapid technological changes contribute to the complexity of the position.
- The purpose of this position is to perform administrative and customer service duties. Success in this position contributes to the effective provision of library services.

CONTACTS

- Contacts are typically with co-workers, members of the general public, volunteers, members of the Library Board, members of the news media, and vendors.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Ability to obtain a valid Georgia State Board Certification of Librarians Professional Graduate Certificate within 1 year of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an American Library Association accredited university.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.