

LIBRARIAN

Job Description



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

JOB SUMMARY

The City of Chandler Librarian is a key role responsible for providing library services, resources, and assistance to residents of the community. The Librarian is responsible for managing library operations, coordinating programs and events, assisting patrons with research and reference inquiries, and overseeing collection development and maintenance. Work is performed under the administrative direction of the Library Board and is reviewed through performance reviews and results obtained.

ESSENTIAL JOB FUNCTIONS

- Customer Service: Provide friendly, professional assistance to library patrons, offering guidance on library resources, services, and programs to meet their informational, educational, and recreational needs.
- Reference Services: Perform research, reference interviews, and bibliographic searches to help patrons locate information, answer questions, and address research needs.
- Collection Management: Select, acquire, catalog, and organize library materials, including books, periodicals, multimedia items, and digital resources, to build and maintain a diverse and relevant collection.
- Reader Advisory: Recommend books, authors, and genres to library users based on their interests, preferences, and reading levels, fostering a love of reading and lifelong learning.
- Programming: Plan, promote, and implement library programs, workshops, and events for all ages, including storytimes, book clubs, educational seminars, and cultural activities, to engage and enrich the community.

- **Technology Support:** Assist patrons with accessing and using library computers, online databases, e-resources, and digital services, providing technical support and instruction as needed.
- **Community Outreach:** Collaborate with schools, community groups, and local organizations to develop partnerships, outreach initiatives, and collaborative projects that extend library services and resources to underserved populations.
- **Reader Services:** Provide reader's advisory services, book recommendations, and reading guidance to individuals and groups, promoting literacy and a love of reading among library users of all ages.
- **Library Promotion:** Promote library services, programs, and resources through outreach activities, social media, newsletters, and community events, raising awareness of library offerings and increasing patronage.
- **Administrative Duties:** Perform administrative tasks, such as circulation desk duties, shelving materials, processing holds and interlibrary loans, and maintaining patron records, to support efficient library operations.
- **Professional Development:** Stay abreast of current trends, best practices, and emerging technologies in library science and information services through continuing education, training, and professional development activities.
- **Collection Development:** Evaluate, select, and weed library materials based on usage statistics, patron feedback, and collection development policies, ensuring the library collection remains current, relevant, and balanced.
- **Cataloging and Classification:** Catalog and classify library materials using accepted standards and software systems, ensuring accurate and consistent access to library resources for patrons and staff.
- **Community Engagement:** Foster positive relationships with library users, stakeholders, and community members through proactive communication, outreach efforts, and community engagement initiatives.
- **Library Advocacy:** Advocate for the library's mission, resources, and funding needs by participating in advocacy campaigns, public speaking engagements, and community outreach activities to garner support and raise awareness.

QUALIFICATIONS

Education, Training, and Experience: Master's degree in Library Science from an ALA-accredited program and/or experience working in a library setting, customer service role, or related field preferred.

Special Requirements:

- Possession of a valid Oklahoma driver's license, or the ability to obtain one.

Knowledge, Skills and Abilities:

- Knowledge of library principles, practices, and procedures.
- Strong organizational, communication, and interpersonal skills.

- Ability to understand and follow oral and written instructions in English.
- Ability to communicate clearly in writing and verbally in English.
- Proficiency in library automation systems and software applications.
- Ability to work independently and collaboratively in a team environment.
- Commitment to providing excellent service to library patrons of all ages and backgrounds.

PHYSICAL DEMANDS

- Work involves standing, walking, sitting, and reaching for extended periods.
- Ability to lift, carry, and maneuver library materials and equipment weighing up to 25 pounds.
- Visual and auditory acuity to perform library tasks and assist patrons effectively.

WORK ENVIRONMENT

Work is performed primarily in a library setting, with occasional exposure to noise, dust, and fluctuations in temperature. The Librarian may interact with diverse groups of patrons, including children, teens, adults, and seniors, in a busy and dynamic environment.

HOURS OF WORK

The Librarian's schedule may include evenings, weekends, and holidays to accommodate library hours of operation and programming needs. Flexibility in scheduling may be required to meet the needs of the community and library users.