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|   |   | **GRADE** |   | **FLSA STATUS** |
|   |   |  114 |   | Non-Exempt |
| **CLASS SUMMARY:** This position is responsible for performing library functions in accordance with an assigned area. Responsibilities may include supervising part-time staff; providing services to patrons; developing library programs for the community; and maintaining library collections. |

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| **TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) |
| 1. | Supervises part-time staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and supporting personnel procedures. Supervisor-in-charge of building evenings and Saturdays. |
| 2. | Provides services to patrons, including: assisting individuals in the use of library materials and technology; assisting patrons in finding library materials; scheduling customer use of meeting rooms; and responding to patron complaints and questions. |
| 3. | Develops educational, entertainment, and other programs for children, teens, and the general public; manages relationships with the community to promote library services; prepares displays or posts to social media to advertise library materials. Attends meetings as required. |
| 4. | Selects and disposes of library materials to maintain library collections. |
| 5. | Demonstrates regular and predictable attendance, including attendance at required meetings. |
| This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. |

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| **TRAINING AND EXPERIENCE:** Master’s degree in Library Science, or in final semester of Master’s program, with some related experience. |

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| **LICENSING REQUIREMENTS**:* Librarian of Michigan Level 2 certification or ability to acquire within 6 months of hire.
* Valid State of Michigan Driver’s License
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| **KNOWLEDGE:*** Library science principles and practices;
* Supervisory principles;
* Customer service principles;
* Computers and related software;
* Reference resources;
* Library program development principles.
 | **SKILLS:*** Supervising staff;
* Providing customer service;
* Developing library programs;
* Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.
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| **PHYSICAL REQUIREMENTS:**Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. |