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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. |