



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Senior Librarian	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Branch/Main Library Department	<b>GRADE:</b>	P2
<b>REPORTS TO:</b>	Branch/Department Manager	<b>DATE:</b>	
<b>STAFF SUPERVISORY RESPONSIBILITY:</b>	No		

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### SUMMARY:

Provides a broad range of professional librarian services in support of branch/department activities and programs.

### ESSENTIAL FUNCTIONS:

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Interviews customers to determine services they require; identifies and locates required information or materials; instructs customers on the use of library resources, and databases; prepares responses and communicates information to customers; recommends appropriate materials in accordance with age, requests, or interests; creates finding guides and resources.
- Plans, prepares and presents classes, tours, programs and events; serves as host for classes, programs, or events and/or acts as trainer; assists with the physical set up and take down of furniture and room preparation.
- Conducts review of events and surveys to determine possible future changes; selects materials and media to use in events.
- Creates and maintains digital resources/content; reviews databases for continued inclusion or addition to Library resources; instructs customers on use of internet, ebooks, databases and other resources.
- Participates in Community Outreach events; represents the Library at events.
- Assists with supervision of volunteers and staff; serves on teams and committees.
- Assists with collections activities; recommends materials for removal/repair; recommends materials for collections enhancement; notes shortages/overages in materials; creates displays and guides to increase usage and awareness of Library resources.
- Assists in a variety of daily library operations including circulation, facilities, and customer service routines.
- Monitors developments in library services; participates in professional development activities such as self-directed learning, webinars, and meetings.
- Monitors customers in the Library and reminds them of Library policies as required to ensure that the resources of the Library are fully accessible to all customers.
- Assists customers with the use of library computers, mobile devices, wireless connections, wireless printing, specialized equipment, software, and applications.

**ESSENTIAL FUNCTIONS:** (continued)

- Promotes and supports the overall mission of the Library by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Master's Degree in Library Sciences; AND one (1) year of library operations experience; OR an equivalent combination of education, training and experience.

**Required Certificates, Licenses, and Registrations:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- State of Indiana Public Librarian Certification.
- Valid driver's license.

**Required Knowledge and Skills****Required Knowledge:**

- Principles and practices of library sciences and services and collections.
- Library policies and procedures.
- Basic supervisory principles and practices.
- Principles and techniques of preparing effective written informational or educational materials.
- Research techniques and practices.
- Library reference sources and subject background for customer services.
- Records management principles and practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for working with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

**Required Skills:**

- Assisting with the planning, developing, implementing and managing of library services and programming.
- Using automated library systems and resources.
- Performing research.
- Instructing others in the use of specialized automated library systems and in library materials research.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Working successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

- Making effective oral presentations to large and small groups.

## **JOB DESCRIPTION**

## **Senior Librarian**

### **Required Skills: (continued)**

- Maintaining confidentiality of customer records and transactions.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **PHYSICAL/MENTAL REQUIREMENTS:**

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

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand, and walk for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

### **WORKING ENVIRONMENT:**

Work is performed in an office setting.