



**Position Title:** Librarian

20 hours/ includes evenings and weekends, specifically Sundays

**Department:** Adult and Youth Services

**Salary:** \$20.00 – \$24.00, hourly

**Benefits:** Paid personal time off and holidays

The Ferndale Area District Library believes each employee makes a significant contribution that should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons.

**General Statement of Duties:**

Under general supervision of the Department Heads, the Librarian provides professional library work in support of the Adult and Youth departments. Duties may include providing reference and readers' advisory services to library patrons of all ages, collection management, assistance with public computers, the presentation of programs, and Person in Charge duties when assigned.

**Job Responsibilities and Examples of Services Performed:**

1. Assists with the operation of the department, including working at the departmental reference desk
2. Answers reference questions and provides readers' advisory services to library patrons
3. Ability to effectively use and teach current technology and information literacy to patrons of all ages
4. Serves as the Person in Charge of the building, when assigned. Must be knowledgeable about and able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution
5. Maintain effective communication within the department, with other library departments, and the Library Director
6. Creates a welcoming environment by providing the highest level of customer service to patrons of all ages while enforcing library policies equitably
7. Cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations

8. Actively participates in orientation programs, in-service training, and continuing education opportunities
9. Assists with collection development
10. Assists with planning and implementing library programs
11. Flexibility in scheduling including evenings and weekends

**Essential Knowledge, Skills, and Abilities:**

Knowledge of current trends in library service to patrons served by the department

Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively

Self-motivated and able to exercise initiative and independent judgment

Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons

Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies

This position may require the use of a personal vehicle on library business. Individuals must be physically capable of operating the vehicle safely, possess/provide documentation of a valid driver's license and acceptable driving record

**Education and Experience Requirements:**

- Master's Degree in Library and Information Science from an ALA accredited institution
- 1 to 3 years of experience in a public library preferred, or any equivalent combination of customer service experience, leadership, and/or training that provides the required knowledge, skills, and abilities

**Physical demands:**

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms;

stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Most job tasks require reading a diverse amount of printed and computer material.

FLSA status: Non-exempt