Full-time Librarian
Oxford - Lane Library

As defined by its Board of Trustees, the mission of the Lane Public Library (LPL) and its staff members is “to provide and promote library resources to meet the educational, recreational, cultural, civic, and informational needs of the library’s service area.”

TITLE: Public Services Librarian - Reference
GRADE: 4
REPORTS TO: Branch Managers
FLSA: Non-Exempt

JOB RESPONSIBILITIES:

• Offers consistently excellent customer service
• Provides prompt and accurate assistance and instructions for patrons and LPL staff members in locating and using information resources and services
• Utilizes and accesses information using a broad spectrum of information resources and services (print, electronic, referral, etc.), refers to colleagues as needed
• Advises customers of materials meeting their reference needs
• Plans, promotes, implements, recommends, and evaluates library collections, programs, activities, exhibits, and displays
• Participates in collection development as assigned
• Reads reviews, bibliographies and other sources, and participates in reconsideration of materials, as appropriate
• Provides bibliographic instruction, library tours and other presentations relevant to the goals and objectives of the department
• Addresses customer concerns with Reference services
• Assists in maintaining an orderly and inviting atmosphere for library customers
• Performs routine clerical tasks (e.g., records and routes mail, enters data, maintains supply inventory, etc.)
• Performs opening and closing procedures
• Promotes LPL within the community
• Routes, shelves and retrieves books and other library materials for customer use
• Maintains and replenishes supplies for workstations and basic business equipment
• Prepares teacher collections
• Acts as reference team member in charge in absence of managers
• Serves on various teams and committees
• Keeps up with e-mail and information posted on the staff site

REQUIRED SKILLS AND ABILITIES:
• Demonstrates interest in and enthusiasm for public services
• Organizes, analyzes, and prioritizes work skillfully and efficiently
• Operates and trouble-shoots library computers and business equipment
• Communicates effectively
• Maintains confidentiality
• Works independently with appropriate training and supervision
• Maintains professionalism and adheres to library policies and staff code

REQUIRED EDUCATION/EXPERIENCE:

• MLS degree from an ALA-accredited school

OTHER REQUIREMENTS:

• Works assigned schedule, which includes evenings and weekends
• Assists other agencies as needed
• Must pass criminal background check

SALARY:
Full-time, 37.5 hours per week. Annual salary: $35,000 - $45,000 depending on experience and background. Excellent benefits including: health, life, vision and dental insurance and paid vacation, sick leave and holidays.

If interested, please send resumes to resumes@lanepl.org