



LIBRARIAN - NORTH RIDGEVILLE BRANCH
FULL-TIME 38 HOURS
Grade UJ

Basic Function:

Performs professional library tasks in the public library system.

Distinguishing Features of the Class:

The responsibilities of this classification require a thorough knowledge of the principles and practices of library and information science. The distinguishing features of this class include: assisting management with design and implementation of strategic initiatives and services, leading and completing complex projects and tasks, direct public service reference and information responsibility, planning and presenting programs to the public, acting in charge in the absence of a manager as assigned, and independently solving routine and complex library problems. May exercise functional supervision over the work of Public Services Professionals, Library Assistants, and Aides.

Characteristic Duties and Responsibilities:

Assists patrons on the selection, organization, and interpretation of library materials.
Answers reference and information questions and conducts research when needed.
Supervises collection development, including materials selection for one or more specialized subject field.
Serves as a resource to the management team on strategic initiatives and projects.
Assists management with designing library services.
Assists management with the identification of community needs.
Acts as a staff leader in the roll out of new services and initiatives.
Plans and presents various types of programs for all ages.
Gives presentations to community groups.
Represents the library at outside events.
Leads committees.
Plans and prepares displays, bulletin boards, bibliographies, and webliographies.
Exercises functional supervision over PSPs, Library Assistants, and Library Aides as delegated by the manager.
Assists in directing services in a department or branch.
Assists with training new staff.
Conducts and develops system-wide training for all staff as needed.
May oversee services in branch or main library section.
May act as in-charge of a building in the absence of a manager.
Resolves problems and responds to complaints.
Interprets and assures implementation of official library policy.
Monitors and suggests corrections to the online catalog.
Performs circulation functions as needed.
Keeps abreast of current professional trends.
Promotes and maintains a thorough knowledge of library services and programs.
Participates in the activities of professional and related organizations.
Special projects as assigned.

Knowledge, Skills, and Abilities:

Excellent customer service skills required. Knowledge of library services. Thorough knowledge of library science techniques. Knowledge of the community. An ability to assess and meet community and patron needs. Must be team-focused, flexible, and willing to provide service to all ages. Must be inquisitive and eager to learn new things. Comfort and experience leading projects from inception to completion. Excellent time management skills a must. Project management experience preferred.

Education, Training, and Experience:

Requires an MLIS and up to one year of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Other:

Full-time 38 hours a week. Excellent benefits. \$20,999 an hour. Schedule will include daytime, evening, and weekend hours (including Sundays), and may include six-day workweeks and split shifts. This position plans and presents programs for all ages in the branch and at other locations in the community. Experience planning and presenting programs for all ages strongly preferred. This position will be heavily involved in Create Space programming. A passion for emerging technologies required. Must have a track record of initiative, enthusiasm, and a passion for community engagement. Must be comfortable working in a bilingual community. Ability to speak or understand Spanish a plus. The successful candidate will have excellent attendance habits and be comfortable working as an in-charge person. Flexibility in scheduling required.

CLOSING DATE INTERNAL: May 4, 2022

CLOSING DATE EXTERNAL: Opened until filled