LIBRARIAN - CHILDRENS FOCUS - MAIN LIBRARY
FULL-TIME POSITION OPEN
LIBRARIAN- PUBLIC SERVICES
(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, Public Services Associates, 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.
- Manages the department's budget.
- 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.
- Conducts and develops system-wide training for all staff as needed.
- Assists and directs the training of new staff.
- Assists in directing services in a department or branch.
- Contributes to the implementation of official library policy.
- Performs circulation functions as needed.
- Keeps abreast of current professional trends.
- Participates in the activities of professional and related organizations.

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 per week. $23.26 an hour. Excellent benefits. 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, with a focus on children, teens, and families. Ability to enthusiastically present story times for babies through school age 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 for Internal Applications: Friday, August 2, 2024
Closing Date for External Applications: Open Until Filled