

City of Cordova Position Job Description

Librarian

CLASSIFICATION: PART TIME, UP TO 29 HOURS A WEEK, HOURLY, IBEW BARGAINING UNIT

HOURS: TUES – SAT OFFICE HOURS, TO INCLUDE EVENINGS AND SATURDAYS, AS SCHEDULED

SUPERVISOR: MUSEUM AND LIBRARY DIRECTOR

SUMMARY

The position of Librarian performs daily operations of the library.

GENERAL STATEMENT OF DUTIES

Performs general library duties; including assisting patrons, administrative duties, coordinates programming and assists when needed, working with the interlibrary loan statewide program, and upkeep of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary

- Collaborates with other Librarians on Collection Maintenance; provides feedback to Administrative Specialist – Head Librarian for cataloging and weeding based on analysis of materials being checked out of requested.
- Provides excellent customer service to all patron inquires, which included but not limited to finding materials, registering patron library cards, facilitating loan activities, programming, any online resources, and technology assistance.
- Performs circulation desk tasks, such as checking books in and out as per the library's system, emptying the drop box, and answering questions.
- Sort and shelve library materials and adjust arrangements of library materials as necessary, including the creation and dismantling of the monthly library display.
- Develops and assists with the implementation and facilitation of library programs (children, youth, and adult).
- Contributes input in the review and implementation of library policies, procedures, and standard operating procedures.
- Serves as an on-sight staff member of the Cordova Center conducting security walk-throughs, as well as opening and closing the Cordova Center as per operating procedures.
- Instructs and educates the public on the use of all library resources including the online catalog, interlibrary loan program, and the internet.
- Maintains all file and records involved in operations of the library.
- Patron interaction will include answering inquiries by phone and email.

- Repair damaged materials.
- Perform cash management duties during transaction for the use of library services or materials for sale.

MINIMUM QUALIFICATIONS

- A. High School diploma or GED
- B. 2 years' experience using computers and general office equipment.
- C. 2 years' customer service experience.

PREFERRED QUALIFICATIONS

- A. 2 years' experience using library-specific software.
- B. Associate level college degree, or higher.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Excellent communication skills, to include the ability to communicate ideas and concepts to individuals for whom English is not a primary language.
- B. Ability to work independently.
- C. Ability to organize and prioritize workload and meet deadlines.
- D. Ability to understand and follow written/oral policies, procedures and instructions.
- E. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; familiarity with Apple, Android and Windows operating systems; familiar in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment drug test and background check (criminal history, verification of education and employment history) may be conducted.

WORKING CONDITIONS

Work is accomplished in an open public area. May be required to attend scheduled events and activities during the evening and/or on weekends. Schedule changes with advance notice.

PHYSICAL DEMANDS OF POSITION

Employee is frequently required to stand, walk, sit, bend, stoop, and twist. Capable of occasional lifting and carrying up to 50 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with the general public and other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process sales. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.