

# **IBERVILLE PARISH LIBRARY**

## **Librarian I - Plaquemine Branch**

### **Job Summary**

The position of **Librarian I** reports to the Head of Information Services. This is a 37.5 hours per week position and will include night and weekend work. A Librarian I is responsible for the daily operations of the Reference Desk at Plaquemine Branch.

### **Duties & Responsibilities**

- Models high performance standards characterized by consistency & integrity; provides leadership consistent with the library' s mission of public service.
- Develops & maintains a current, viable collection.
- Keeps informed of technological and professional trends and pursues a commitment to personal growth & professional development.
- Participates in civic engagement & represents Library at appropriate community events/meetings.
- Fosters an environment of safe work habits, accident prevention, & safety concern for patrons & staff.
- Oversees the planning, organization, & implementation of all adult/teen-oriented programs.
- Resolves routine patron problems.
- Leads system project teams.
- Performs other duties as required.

### **Required Qualifications, Training and Education**

- MLS from an accredited library school.
- Proficient in Office 365, including, Outlook, Word, Excel, Publisher, PowerPoint, and Teams
- Communicates effectively using a variety of methods & with a variety of audiences.
- Anticipates & adapts to change & challenges effectively.

### **Physical Requirements**

- Must be able to lift up to 25 pounds occasionally.
- Limited standing, walking, sitting, bending, stretching, reaching, climbing, stooping, twisting, and kneeling are required.
- Pass pre-employment background check and pass drug screen & back x-rays prior to employment.

### **Salary**

- \$25.00/hr.
- Mandatory direct deposit.