

Job Title: Librarian
Location: Ponchatoula Branch
Appointment: Full-time
Weekly Hours: 35 hours per week
Hourly Pay Rate: \$22.00 (non-negotiable)

Job Summary

Tangipahoa Parish Library is seeking a creative, energetic and service oriented individual to serve as the branch manager at the Ponchatoula Branch Library. The ideal candidate will have the ability to effectively apply the principals and practices of librarianship and have a strong desire to serve a diverse community. The Branch Manager is responsible for performing professional level work. This includes but is not limited to, conducting reference interviews and assisting patrons with locating information both physically in the library and electronically using databases and the internet. Work requires supervision of others and the use of independent judgment and discretion.

To Apply

Visit us online at www.tangilibrary.com and under the tab about us click on Employment. Applicants may not upload a resume in place of completing the application. Incomplete applications will not be considered.

Requirements

- Master's degree in Library and Information Science from an American Library Association accredited library program
- Strong managerial and administrative abilities and experience
- Commitment to excellent public service
- Proven record of getting along with supervisors, co-workers and staff in a collaborative, cooperative setting
- A sense of vision and the ability to clearly express ideas and directions, both written and orally
- Ability to assimilate and interpret statistical and financial reports
- Ability to create, present and supervise programs and services to meet the needs of the Parish and its communities

Knowledge and Skills

Candidates must possess knowledge of:

- Library science and its principals and practices, including the Dewey Decimal System
- Customer service principals
- Basic software applications
- Advisory and reference resources
- Book selection principals
- Print and online reference sources

Candidates must possess the skills to:

- Prioritize and assign work
- Use a computer and related software
- Pay attention to detail, with a strong degree of accuracy
- Provide excellent customer service
- Evaluate web sites for reliability, accuracy and appropriateness
- Perform routine computer troubleshooting
- Retrieve, organize and disseminate information
- Conduct Internet searches
- Prioritize, organize and manage multiple simultaneous projects
- Read, apply and examine rules, regulations, policies and procedures
- Prepare clear and concise reports
- Gather and analyze information
- Communicate with supervisors, co-workers, staff and patrons to sufficiently exchange or convey information and/or directions

Preferred Requirements

Two years management experience, preferably in a public library setting

Prior experience with managing human resource functions

Essential Duties and Responsibilities

- Supervises lower level staff, which includes: prioritizing and assigning work; training staff on work methods and procedures; evaluating staff; and/or performing other related activities.
- Assists patrons by providing solutions to informational requests and evaluating resources in order to match information needs with reference and/or advisory materials.
- Helps maintain good public relations and acts as a liaison with the parish communities.
- Processes inter-library loans for patrons with applicable state or national libraries; manages and maintains related databases.
- Trains patrons in the use of electronic reference sources by providing guidance and instruction for both general and specific requests; enables patrons to operate equipment and meet their informational needs; troubleshoots problems and instructs patrons in the use of software and hardware.
- Plans, prepares and maintains displays and exhibits to promote the circulation of library materials.
- Manages and maintains library collection materials in specific areas of the collection by noting community needs and patron requests, consulting reviews and bibliographies, checking lost and missing reports, recommending items for purchase, recommending items for withdrawal from system.
- Oversees and helps maintain the library building.
- Evaluates the informational utility of various online sources for referral to library patrons including researching relevant professional literature.
- Creates, monitors and maintains databases in assigned areas of responsibility.
- Prepares and compiles a variety of statistics related to library operations in assigned areas of responsibility; analyzes results and makes recommendations based on findings.
- Participates in bibliographic materials control, which includes retrieving library materials placed on hold by patrons; monitoring the distribution of periodicals; newspapers and other materials; and performing other related activities.
- Enforces policies and procedures while balancing patrons' needs with administrative requirements.
- Prepares articles for library publications; prepares graphical materials for signage, websites and/or presentations.
- Helps create and maintain the Library website, which includes attending meetings related to design iterations and content management software, ensuring departmental website is current and up-to-date; and performing related duties.
- Develops, implements, administers and evaluates specialty programs and services; relates materials and displays to promote the library and associated programs.
- Participates in a variety of meetings, committees and/or other related groups in order to receive and convey information.
- Reads shelves for accuracy; weeds and discards materials; sorts and shelves material as needed.
- Assumes other duties and responsibilities as required.

Physical Requirements

Candidate may be required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, hear, see and engage in repetitive motions.

Benefits Include:

- Employee portion of health insurance including vision and dental and life insurance paid by the Library
- Inclusion in the Parochial Employees' Retirement System of Louisiana
- Paid Holidays
- Accrual of vacation and sick leave

Tangipahoa Parish Library's Mission Statement

The mission of the Tangipahoa Parish Library is to provide all members of the community with resources and programs

to fulfill their informational, educational, recreational and cultural needs.

Tangipahoa Parish Library's Objectives

1. To assemble, organize, maintain and make easily available a collection of books and other materials to provide for the recreational, informational, and educational needs of the citizens of the parish.
2. To promote the Library and its services.
3. To evaluate and anticipate the changing community that the Library serves and the effect of the changing world on the services offered to the community.
4. To develop and maintain the Library as a source of stimulation in the community, a source of ideas and ideals.
5. To provide the community with the best and most service possible by continued improvement of Library facilities and services.
6. To provide free and equal access of its resources to all citizens of the parish.