

CALCASIEU PARISH PUBLIC LIBRARY

POSITION DESCRIPTION

POSITION TITLE: LIBRARIAN I – USER ACCESS
CLASSIFICATION: EXEMPT

DIVISION: CCS
APPROVED BY: HUMAN RESOURCES

REPORTING RELATIONSHIPS

POSITION REPORTS TO: ASSOCIATE LIBRARIAN FOR COLLECTION & COMPUTING SERVICES
POSITIONS SUPERVISED: NONE

POSITION PURPOSE

This position is responsible for managing user access to online resources in library and remote, as well as assisting with ensuring the accuracy and usability of the library resources and tools. This position also helps oversee library's virtual collections, including OverDrive titles for system and consortium.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assumes responsibility for managing online resource selection, access, maintenance, and support.

- a. Serves as system lead for adding and supporting online resources and services.
- b. Serves as system lead for the configuration and management of user-friendly access to library resources in library and online.
- c. Works with library staff to improve access to library resources and assist or lead technical and other projects.
- d. Recommends procedural and workflow changes to achieve speedy, consistent access to library resources.
- e. Manages weekly OverDrive order selection, patron requests, holds and LSW Overdrive Consortium orders.
- f. Serves as co-administrator of OverDrive product.
- g. Works on digitization of content and loads and creates catalog access records.
- h. Assists with any needed catalog configuration and edits related to third-party products and other discovery tools.

2. Assumes responsibility for database integrity and consistency

- a. Ensures database integrity and consistency through application of national standards, internal procedures, records retention schedules.
- b. Edit records to better facilitate searching.
- c. Creates and exports catalog holdings information for use with third-party products.
- d. Imports and edits records for third party products on weekly and monthly schedule.

- e. Removes catalog Marc records as needed.
- f. Serves as back-up for System Librarian in completing ILS tasks and duties.

3. Assumes responsibility for maintaining records, producing reports, and completing financial documents according to schedule.

- a. Creates and updates monthly and annual collection statistics.
- b. Prepares, produces, distributes, and manages reports, manuals, and statistics on staff site and in hardcopy.
- c. Posts OverDrive invoices in ILS and codes and submits for payment.
- d. Maintains record of expenditure for LSW OverDrive collection.
- e. Prepares and submits purchase orders, invoices, and contracts for online resources to supervisor for processing.
- f. Creates custom collection reports as needed or requested.

4. Assumes responsibility for establishing and maintaining effective communication and professional working relations with Library personnel, Library management, vendors, external support and technical service contacts.

- a. Promotes the Library's Core Values (Service, Community, Respect, Adaptability, Ethics & Integrity, and Teamwork) by modeling these values in all daily activities.
- b. Works efficiently both individually and with a team to support the library's mission and core values.
- c. Maintains regular contact with all departments to obtain information and to correct errors in access and resource operations. Notifies staff of updated access and resource processes and services.
- d. Assists Public Information Office and Webmaster in promoting library collection resources and services to library staff and the public.
- e. Assists System Trainer and with providing staff training on the library catalog, and online resources.
- f. Responds promptly and courteously to staff and public questions regarding library resources and access.
- g. Keeps management informed of area activities and of any significant concerns.
- h. Completes related reports accurately and timely.
- i. Participates in project teams and attends meetings as required.
- j. Develops and maintains effective relations with vendors and service providers.
- k. Preserves professional relationships with vendors when requesting changes and support assistance.
- l. Provides information and assistance as requested.

5. Assumes responsibility for engaging in learning and development activities.

- a. Continuously improves job skills through participation in various learning and training opportunities.

- b. Develops and enhances computer and technology skills necessary for effective communication and job function.
- c. Stays knowledgeable and informed about our library services, resources, activities, policies and procedures.
- d. Reviews professional literature and keeps informed about services, issues, emerging technologies, and research related to technology and libraries. Relates ideas to the library's mission and values.
- e. Assists in peer support and training as needed.
- f. Stays informed of technological and professional trends and changes in the library field. Reads library and technology literature, blogs, and participates in online/electronic discussion groups. Attends webinars, professional conferences and workshops.

6. Assumes responsibility for related duties as required or assigned.

- a. Maintains knowledge of the Library's resources, services, policies, and procedures.
- b. Stays informed of library collection, cataloging, user access and professional trends and changes in the library field. Reads library literature, blogs, and participates in online/electronic discussion groups. Attends webinars, professional conferences and workshops.
- c. Acquires and updates job skills as needed.
- d. Completes special projects as assigned.
- e. Ensures work area is clean, secure, and well maintained.

PERFORMANCE MEASUREMENTS

- 1. Has depth and breadth of know-how to perform essential duties and functions of the job. Willing to update and expand skills, knowledge, and training.
- 2. Performs tasks carefully, accurately, and in accordance with specific instructions. Consistent work quality and compliance with standards, requirements, and expectations.
- 3. Maintains appropriate level of work output and efficiency. Uses time and resources well.
- 4. Effectively troubleshoots and analyzes issues with user access for online library resources.
- 5. Required reports, records, and documentation are accurate, complete and current.
- 6. Maintains a good working relationship with staff, patrons, and vendors. Concerns are addressed promptly and any problems effectively resolved.

QUALIFICATIONS

EDUCATION/CERTIFICATION: Master's degree in library science from an accredited college or university.

REQUIRED KNOWLEDGE: Knowledge of library principles, policies, and procedures.
Knowledge of current access methods, techniques, and sources of information.
Knowledge of library materials and resources.

Knowledgeable in methods of storing and retrieving materials.
Knowledge of classification principles, practices, and procedures.
Knowledge of publishing marketplace.
Thorough knowledge of adult, young adult and children's literature.

EXPERIENCE REQUIRED: Three years' experience in a library setting; direct experience providing end-user assistance for library resources preferred

SKILLS/ABILITIES: Ability to communicate effectively and cooperate with others
Good interpersonal and public relations skills.
Good presentation skills.
Able to keep accurate and complete records.
Well organized and detail oriented.
Ability to follow detailed, established procedures.
Able to assist, direct, and coordinate others.
Skill in using applicable software applications, equipment, and online services.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Positions in this class typically require: walking, standing, sitting, bending, stretching, reaching, stooping, twisting, climbing, kneeling, lifting, talking, hearing, seeing, and repetitive motions.

Light Work: Ability to lift 25 pounds and push a cart of 50 pounds. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

The physical requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT

No hazardous or significantly unpleasant conditions (such as in a typical office).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.