

CALCASIEU PARISH PUBLIC LIBRARY

POSITION DESCRIPTION

POSITION TITLE: LIBRARIAN I – BRANCH PROGRAMMING
CLASSIFICATION: EXEMPT

DIVISION: PUBLIC SERVICES
APPROVED BY: HUMAN RESOURCES

REPORTING RELATIONSHIPS

POSITION REPORTS TO: BRANCH MANAGER
POSITIONS SUPERVISED: BRANCH PROGRAMMING STAFF

POSITION PURPOSE

Responsible for the administration, planning, supervision and operation of the branch programming department and for guiding community wide services to create lifelong users; developing coordinated programming for all ages and specifically targeting underserved populations.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1. Assumes responsibility for effectively and efficiently supervising departmental staff.**
 - a. Leads and empowers staff to deliver effective high-quality library service.
 - b. Ensures library procedures and tasks are completed in an effective and timely manner.
 - c. Ensures department coverage through efficient staff scheduling. Monitors staff time and approves staff payroll records.
 - d. Supports staff training goals through direct instruction and by offering opportunities for professional development.
 - e. Selects, trains, supervises and evaluates department staff.
 - f. Works closely with other department heads and manager to ensure effective workflow.
 - g. Sets department goals and objectives that align with the Mission, Core Values and Strategic Plan of the Library.
 - h. Resolves staff concerns and issues promptly and effectively.
- 2. Assumes responsibility for providing effective programming and outreach services.**
 - a. Oversees the design and implementation of quality programs for all ages, on-site and outside of the library, that provide opportunities for information, entertainment, and lifelong learning.
 - b. Evaluates and regularly reassesses the needs and interests of the local community to enhance programs offered.
 - c. Identifies and facilitates desired library services in the local community, with special interest paid to underserved populations.
 - d. Stays informed about library and programming trends.
 - e. Provides library information, marketing resources and services at community events and requested presentations.

3. Assumes responsibility for maintaining library operations.

- a. Creates a welcoming environment with frequent attention to branch orderliness and appearance.
- b. Provides peer support and training.
- c. Serves as manager on duty in the absence of the branch manager.
- d. Performs regular evaluations of operations and services while utilizing innovative thinking to devise needed changes and improvements.
- e. Accurately and promptly completes reports, spreadsheets, and other required documents.

4. Assumes responsibility for maintaining and delivering effective branch services.

- a. Understands and performs patron and information services duties:
 - i. Provides friendly and efficient patron service that enhances the level of user satisfaction.
 - ii. Facilitates patron requests for information including research and resource assistance.
 - iii. Provides search and retrieval of requested information and presents results that are clear and appropriate.
 - iv. Utilizes library tools and resources to provide effective reader's advisory and reference interviews.
 - v. Utilizes creative and innovative approaches to market our library collection, resources, and services.
 - vi. Supports and assists patrons with technology use, internet access, and electronic resources using a variety of devices.
 - vii. Applies effective practices to address patron complaints and concerns.
 - viii. Provides information relating to the library, its resources, and the use of library materials.
- b. Understands and performs regular circulation transactions and duties:
 - i. Charges, discharges and renews materials.
 - ii. Promotes library card accounts and registers new patrons with accuracy.
 - iii. Collects fines and fees associated with patron accounts and follows money handling procedures.
 - iv. Accurately and efficiently performs daily branch financial reports and deposits.
- c. Understands and assists in performing collection management duties:
 - i. Creates a welcoming environment with attention to collection appearance.
 - ii. Maintains the physical appearance and orderliness of materials on shelves.
 - iii. Efficiently and accurately sorts and shelves materials.
 - iv. Pulls holds and requests for patrons and other library systems.
 - v. Assists in receiving and processing in-transit items.
 - vi. Resolves issues with materials.
 - vii. Assists in processing new branch periodicals.
 - viii. Receives and processes donated materials.

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

- a. Continuously improves job skills through 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 libraries. Relates ideas to the library's mission and values.
- e. Provides peer support and training as needed.

6. Assumes responsibility for maintaining professional working relations and effective communication with Library staff and patrons.

- 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. Communicates effectively using a variety of methods.
- d. Develops and maintains effective relations with co-workers.
- e. Provides information and assistance as requested.
- f. Responds promptly and courteously to staff and patrons.
- g. Informs management of any significant areas of concern.
- h. Provides branch and system level support by actively participating on committees and special projects and attending meetings as required.

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

- a. Demonstrates critical thinking and problem-solving capabilities for branch issues in absence of supervisor.
- b. Ensures library areas are clean, secure, and well maintained.
- c. Completes related reports accurately and timely.

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. Appropriate level of work output and efficiency is maintained. Tasks are completed in a timely manner.
- 3. Department operations and services address the library's strategic plan, core values, and the needs of local community.
- 4. Department is adequately staffed, and staff are sufficiently trained.
- 5. Policies and procedures are effectively communicated to staff and patrons and are appropriately enforced. Concerns are dealt with quickly and professionally.
- 6. Willingly participates in special programs and events. Interactions with the public are friendly and professional.
- 7. Positive and professional communication and interaction with management, staff and patrons is maintained.
- 8. Learning and development activities are completed.

QUALIFICATIONS

EDUCATION/CERTIFICATION: MLIS from an accredited college or university and two years of library experience.

REQUIRED KNOWLEDGE: Knowledge of modern library organization, policies and procedures, mission, goals, services and trends.
Knowledge of current research methods, techniques, and sources of information.
Knowledge of library materials and resources.
Knowledge of classification methods.
Thorough knowledge of adult, teen, and children's literature and services.

EXPERIENCE REQUIRED: Previous experience in a library setting desired.

SKILLS/ABILITIES: Communicates effectively using a variety of methods with a variety of audiences.
Anticipates and adapts to change and challenges effectively.
Good presentation skills.
Organizational skills to manage multiple priorities and meet deadlines.
Strong leadership skills with the knowledge of effective management techniques and principles.
Analytical ability with problem solving skills to identify and solve problems.
Proficiency in Microsoft Word, Excel, Publisher, and PowerPoint.
Skill in using applicable software applications, devices, and library technologies.
Ability to navigate the Internet.

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 noise level in the work environment is usually moderate.

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.

Please apply at <http://www.calcasieulibrary.org/my-library/employment> by Wednesday, June 5, 2019.