

## JOB DESCRIPTION



Capital Area District Libraries  
www.cadl.org

**Position:** Public Services Librarian  
**Range:** P2 (Exempt) (Union)  
**Reports to:** Public Services Head  
**Supervises:** None  
**Revised:** 10/13

## JOB SUMMARY

Under the supervision of the Public Services Head, provides reader's advisory and reference assistance to patrons of all ages. Develops and maintains assigned library collections; provides one-on-one training for library patrons and staff; provides programming for youth and adults. Also performs professional work in reader's advisory service, collection development, reference, acquisitions, or other specific fields. May supervise the work of support staff.

## DUTIES AND RESPONSIBILITIES

1. Assist patrons with their library needs. Provides reader's advisory assistance and reference assistance. Uses information resources in a variety of formats including print, the internet, etc. to fill requests.
2. Develops and maintains library collections of books, magazines, audio-visual, and other materials. Selects materials for assigned collections.
3. Provides one-on-one training in the use of the library, the library catalog, reference materials, computer databases, and the Internet. May teach classes for both the general public and the library staff.
4. Explains library policies and procedures to the public.
5. Plans, presents, and supervises programming for patrons of all ages. Directs, and/or implements special projects involving library promotion and outreach activities.
6. Publicizes library materials through displays, bibliographies, brochures, news releases, newsletters, web sites, etc.
7. May schedule, assign, supervise and monitor the work of clerical and part-time employees within an assigned area.
8. Other duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

## JOB REQUIREMENTS

- Possession of a Master's Degree in Library Science or its equivalent from an ALA accredited program.
- Possession of a Michigan Librarian's Professional Certificate.
- This is an entry-level position; no previous experience is required.
- Satisfactory completion of a one year probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Second Language speakers desired (Spanish, Arabic, Vietnamese, Farsi, Hmong/Lao, and Serbo-Croatian).
- Knowledge of library organization, materials, services, and policies and procedures.
- Knowledge of the principles and methods of evaluating library materials and equipment.
- Thorough knowledge of library materials and services.
- Effective written and oral communication skills.
- Ability to use computers and utilize computer databases.
- Ability to organize and supervise the work of assigned staff.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to conduct oneself with tact and courtesy.