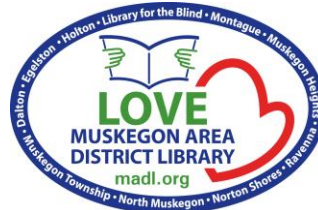


Muskegon Area District Library



Posting Date: May 18, 2018
Closing Date: May 31, 2018
Position/Hours: Lead Librarian II – Library for the visually and physically disabled/40 hours a week
Location: Library for the visually and physically disabled
Pay Rate: \$22.53/hour

JOB SUMMARY

This position is responsible for providing excellent customer service by providing collaborative leadership to District-wide planning of LVPD services including developing district wide programming for LVPD services, assisting with programs in branches, selection of materials, planning workshops and classes, participating in community events, and training in the areas of LVPD service.

This position also has a District-wide responsibility for public relations and marketing duties for LVPD activities, directed by the Marketing and Communications Engagement Manager. This includes planning, implementing, coordinating and directing a variety of community relations and public information events and activities. This also includes developing programs, brochures, informational publication, newsletters and news releases necessary to market the Library District programs and functions. The position is responsible for finding local funders, partners and collaborations for LVPD programming. Work is performed under the general supervision of the Marketing and Community Engagement Manager.

Essential Duties:

- Manages the operations of a branch or multiple branches including responsibilities for implementation and monitoring of all library procedures to meet the needs and interests of patrons. Tasks include, but are not limited to circulation, interloan, technological, programming, story hours, reference and all related library procedures.
- Provides direction and supervision to the staff and volunteers assigned to the branch and updates them on new procedures.
- Operates the computerized library system, including all Internet and other on-line reference services.
- Provides instruction and assistance to patrons on the use of all library services, independently and in a classroom setting.
- Responds to reference questions, or refers the questions to Administration when appropriate.
- Handles patron complaints and requests with discretion and good judgement in keeping with MADL policies.
- Maintains a well-balanced collection by participating in the book selection process, as needed, and by weeding the collection.
- Develops a thorough working knowledge of all MADL equipment used in the library.
- Communicates and builds strong community bonds by working with local community leaders. Attends local municipal meetings representing MADL.
- Tactfully communicates concern about the building and site to the local contact person and the administrative staff to assure proper building maintenance and operation.
- Markets the library by developing and/or assisting with public service oriented programming and press interviews.

- Maintains orderliness in the overall appearance of the branch.
- Prepares and maintains required reports and records using approved formats in a timely fashion.
- Must demonstrate an interest in life-long learning by maintaining an interest in new library services and trends via reading, seminars, workshops, etc.
- Provides excellent customer service.

Library for the visually and physically disabled responsibilities include, but are not limited to:

- Does initial review of all new applications received; contacts individual to discuss application for Muskegon and Ottawa County residents, phone again after machine and books have arrived to field any questions new patron may have.
- Via telephone or walk-ins, teaches new patrons how to operate the machine and to use the talking books service; makes follow-up phone calls to these patrons to check their progress.
- Assists with answering phone and walk-in patrons; provides reader assistance to patrons.
- Does outreach by promoting the service with community by making personal contact with nursing home/assisted living activities directors, senior services, blind organizations, visiting nurses/home health care agencies and other similar groups.
- A liaison with the State Library's Braille and Talking Book Library and prepares reports required by local, state, and national library services.
- Attends state and local library meetings as scheduled.
- Coordinates the purchasing of library materials for the LVPD library
- Trains and educates staff system-wide on service objectives of the LVPD
- Identify and coordinate marketing opportunities for the LVPD
- Teach the use of specialized equipment that uses audio and braille formats
- Performs other related duties as assigned.

REQUIREMENTS:

A. Required Experience and Training

Master's Degree in Library or Information Science from an American Library Association accredited library school or Master's Degree in Blindness & Low Vision.

If Master's Degree in Library or Information degree, possession of Level II Professional Librarian Certificate for the State of Michigan within ninety (90) days of hire; must meet requirements for continued renewal of Certificate.

- Excellent phone skills
- Varied computer skills, public computers, adaptive computers, downloading NLS Bard on various devices, ability to teach others computer skills (tutoring classes).
- Ability to public speak to groups (outreach) including Lions, government groups, nonprofits, senior living facilities in Ottawa and Muskegon counties, care groups (hospice home), low vision support groups.
- Ability to exercise good judgment and tact when dealing with various populations; ability to communicate effectively.
- Knowledge of online integrated library systems and software used in library environment; skill in planning, organizing, and completing effective and creative presentations;
- Ability to research information; ability to establish and maintain effective working relationships with diverse clientele and staff; ability to work effectively as a part of a team;

AND DESIRED

- Knowledge of library operations and the provision of library services for citizens who are

blind, have visual impairments or have a disability;

- Knowledge of disability legislation; knowledge of publishing industry and processes for obtaining instructional materials in alternative formats;
- Spanish speaking a plus
- Braille – knowledge of or willing to learn

B. Required Knowledge, Skills and Abilities

- Considerable knowledge of professional library principles, practices, and techniques;
- Considerable knowledge of the current literature, trends, and developments in the field of library science appropriate to the areas of assignment;
- Considerable knowledge of reader interest levels, books, authors and reference materials;
- Considerable ability to express ideas effectively, both orally and in writing;
- Considerable ability to establish and maintain effective working relations as necessitated by work assignments;
- Ability to coordinate work activities of other employees;
- Ability to operate a computer terminal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently, sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to fifty (50) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet and work is usually performed indoors. May participate in outdoor activities as part of outreach, such as community mixers, fairs and picnics.

SPECIAL REQUIREMENTS

Possession of a valid driver's license and must have insured vehicle for use on Library business.

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

To apply for this position send a completed application (applications can be found at www.madl.org), resume and cover letter to:

Muskegon Area District Library

Attn: HR

4845 Airline Road

Muskegon, MI 49444, Fax: 231-737-6307, Or email to jwonders@madl.org