

DEXTER DISTRICT LIBRARY

Job Description

Position – Reference Librarian – Youth Department

Rate of Pay/Benefits

\$18.25 per hour

Part-time, no benefits – 20 hours per week.

Description

The Reference Librarian, under the supervision of the department supervisor, will be responsible for specific aspects of the Library's youth reference services. The Reference Librarian works with the department head to produce the highest possible quality library services to the community served by the Dexter District Library.

Requirements

Master's degree in Library Science from an ALA accredited graduate school

Coursework and/or experience with computers, electronic services and the Internet

Knowledge of collection development tools, reference materials and bibliographic resources

Possess or be eligible for a valid Michigan Professional Librarian's Certificate

Possess valid Michigan driver's license

Demonstrated ability to

Provide superior customer service

Effectively communicate orally and in writing

Stimulate interest in Library collections and facilities

Project an enthusiastic and positive image of the Library

Set priorities in a changing environment and make decisions in a timely manner

Achieve and maintain cooperative and effective relationships with the director, other staff members and members of the public

Work comfortably with all age groups

Organize and monitor work of others

Duties

Develops and maintains aspects of the juvenile collection; evaluates and recommends materials for purchase; responsible for maintenance of the collection through inventory, shelf reading, and discarding materials

Provides accurate reference service through a variety of delivery systems (in-person, over the telephone and via e-mail)

Effectively uses and is able to teach others to use the Library's electronic catalog

Assists patrons in locating materials in the collection

Verifies that certain materials are not owned by the Library and takes appropriate steps to secure material through interlibrary loan or purchase

Supervises behavior of patrons and enforces Library policies

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Maintains clean, fresh appearance of youth areas during shifts
Creates in-house displays and decorations highlighting programs and areas of the collection
Generates bibliographies and other finding tools
Designs promotional literature
Possesses the ability to perform all tasks related to the circulation of materials
Supports paraprofessional, technical, and clerical services staff as needed
Provides Library promotional and orientation tours to outside groups
Other duties as assigned

Physical Activity

Walking around and standing for 2-4 hours at a time
Ability to use standard computer terminals with 14" screens
Lifting and carrying boxes (up to 25 lbs.); stooping, bending, reaching overhead and horizontally to retrieve books from shelves; pulling, pushing full book carts, etc.

Professional Development

Maintains an interest in and current awareness of developments relevant to the position through professional journals, workshops and continuing education.

Terms of Employment – Part-time wage, benefits, and termination of employment in accordance with Board policy. Work schedule will include evening and weekend hours. The department supervisor will determine the schedule. Employment is in good faith and at will. There is a three-month probationary period.

Evaluation - The department supervisor will evaluate employee performance of this job in accordance with Board Policy.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Mail resumes to Dexter District Library, 3255 Alpine St. Dexter, MI 48130. Fax or e-mail resumes to Library Director Paul McCann, 734-426-1217, pmccann@dexter.lib.mi.us and Administrative Assistant Summer Powers, spowers@dexter.lib.mi.us