



Muskegon Area District Library Lead Librarian I – Youth Services

JOB SUMMARY

This position reports to the Associate Director of Operations and receives guidance and supervision from higher level library employees. The Lead Librarian I – Youth Services position provides guidance or assistance to both lower level employees and patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- Assists with program development for youth ages.
- Creates or assists with the development of materials used for programming or patron services.
- Tasks include, but are not limited to circulation, inter-loan, 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 online 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 or shelving 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 appearance of the branch, including cleaning or sanitation measures.
- 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Master's Degree in Library or Information Science from an American Library Association accredited library school.
- Possession of Level II Professional Librarian Certificate for the State of Michigan within ninety (90) days of hire; must meet the requirements for continued renewal of Certificate.
- Positively promotes and communicates the value of MADL to staff, patrons and communities.
- Provides superior customer service.

- Maintains regular and punctual attendance and works varying schedules as needed.
- Ability to travel to all MADL locations as needed.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- General computer proficiency, including knowledge of library software and Microsoft Office products.

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 performed indoors. However, there may be events or programs that take place outside of the main office location with a moderate amount of activity or noise level.

SPECIAL REQUIREMENTS

Possession of a valid Michigan driver's license and must have insured vehicle for use on Library business. Willingness and ability to travel to all branches utilizing library or personal vehicle.

*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.

Approved by the Muskegon Area District Library Board.

Employee

Date