

JOB SPECIFICATION TITLE:

Librarian I

<u>1CODE</u>	<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
V	B	3	1	Non-Exempt

CLASS SUMMARY: This position is responsible for performing library functions in accordance with an assigned area. Responsibilities may include supervising part-time staff; providing services to patrons; developing library programs for the community; and maintaining library collections.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Supervises part-time staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and supporting personnel procedures. Supervisor-in-charge of building evenings and Saturdays.
2. Provides services to patrons, including: assisting individuals in the use of library materials and technology; assisting patrons in finding library materials; scheduling customer use of meeting rooms; and responding to patron complaints and questions.
3. Develops educational, entertainment, and other programs for children, teens, and the general public; manages relationships with the community to promote library services; prepares displays or posts to social media to advertise library materials. Attends meetings as required.
4. Selects and disposes of library materials to maintain library collections.
5. Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

TRAINING AND EXPERIENCE: Master’s degree in Library Science, or in final semester of Master’s program, with some related experience.

LICENSING REQUIREMENTS:

- Librarian of Michigan Level 2 certification or ability to acquire within 6 months of hire.
- Valid State of Michigan Driver’s License

KNOWLEDGE:

- Library science principles and practices;
- Supervisory principles;
- Customer service principles;
- Computers and related software;
- Reference resources;
- Library program development principles.

SKILLS:

- Supervising staff;
- Providing customer service;
- Developing library programs;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. 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.