Job Description for Full-Time Librarian

Date: April 17, 2018

**General Position Classification**

Regular, Full-Time. Not in a temporary work status, works a minimum of 30 hours weekly, and maintains continuous employment status. Eligible for full-time benefits package and is subject to the terms, conditions, and limitations of each benefits program. Regular and punctual attendance is expected. Works under the general supervision of the Director of Stanton County Public Library, and within general procedural and library policy guidelines.

**Job Description**

A Full-Time Librarian performs a broad range of independent and supportive tasks including database management, record keeping, staff training, activities, programs, and provide library service to the general public.

**Position Responsibilities**

Manages requests from patrons using library resources, to include interlibrary loan (ILL) or other appropriate resources to aid, locate, and fulfill library user requests and information.

Supports preparation of circulation material to include cataloging, and processing new books, DVD, and audio received in for checkout.

Supports maintaining the library collection duties to include sorting and shelving materials, deleting discarded materials from the computer system, weeding and pulling non-circulating items.

Assists library users with basic computer troubleshooting of common software, operating systems, browsers and other technologies associated with library services to include personal handheld devices, e-readers, laptops, and tablets.

Performs library opening and closing duties, and assists in maintaining library equipment and the facility.

Provide training and/or assistance in monitoring the activities of volunteers and/or new employees.

Assists with team-based projects to include planning, coordinating, and delivering library programs and special events.

Maintains confidentiality and appropriate judgment in handling information and records.

Manages the information desk training, and maintain training manual.

Accepts assignments and is qualified to work in any department within the Library.

**Other attributes, knowledge, skill, abilities, and experience**

Has working knowledge of library equipment and standard computer software applications to include electronic resources, websites and databases; excellent online searching skills.

Has understanding and experience with information desk procedures and functions, library terminology, and systems.

Ability to arrange items in alphanumeric and/or subject order.

**Physical Requirements**

While performing the duties of this job the employee is subject to sitting, standing, walking, bending, to climb, go up and down stairs, balance, stoop, kneel, and crouch. Use hands to finger, grasp, handle, feel or operate objects, tools or controls, reach with hands and arms, talk or hear.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Experience and Training**

Requires a High School Diploma. Library Science and/or Bachelor’s Degree preferred plus two years library experience. Further education is desired and continued education is encouraged.