

Job Title: Public Services Librarian

Classification/Status: Professional/Full-time
Nonexempt - 40 hrs/wk, including weeknights
and weekends

Reports to: Emporia Public Library Director

Job Summary

Under general supervision by the Emporia Public Library Director, assumes primary responsibility for management, development and implementation of adult library programs, adult collection development, information and readers advisory services, coordination of outreach services to the community and collaboration with other library departments. Work involves supervision of paraprofessionals, student interns, volunteers, working with the public services team and direct contact with the public in disseminating information and project management

Job Duties and Responsibilities

- Oversee general operation of public services as part of the public services team.
- Manage the adult materials collection, including selection and weeding
- Develop information services, using print and electronic formats
- Supervise and train public services staff
- Plan and carry out programming of community interest
- Supervise building and library staff at assigned times

Additional Functions

- Write book reviews, press releases or articles as assigned
- Submit monthly department report to Director
- Give talks, demonstrations and tours

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work within library's policies, guidelines and procedures.

Ability to work nights and weekends when assigned.

Basic skills in Microsoft Office environment are required.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Assists in developing, maintaining and implementing departmental goals and objectives, policies, and procedures.

Performs supervisory functions such as staffing, scheduling work, assigning work duties, training employees, addressing complaints and solving problems.

Serves as a liaison with various community groups, coordinates library programs with other organizations and libraries. Establishes and maintains positive public relations with the general public, other employees, community groups, local businesses, and other area libraries.

Participates in state, regional, and national professional library organizations to maintain awareness and keep abreast of new equipment, procedures and technical innovations that relate to the library operation.

Ability to create, plan, market, implement, coordinate, and supervise a number of community focused projects and programs.

Ability to prepare clear, concise and organized business correspondence, news releases and promotional materials.

Ability to communicate in order to deliver presentations and to respond to questions from the public.

Excellent oral and written communication skills.

Assists other library staff, as needed.

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and the ability to apply the principles and techniques associated with professional library work, modern library systems and programs.

Knowledge of and ability to utilize computers and software applications as they pertain to library systems.

Knowledge of and ability to utilize the equipment and facilities required in a comprehensive library system.

Knowledge of the library collection classification system and selection techniques, circulation and reference methods.

Knowledge of library responsibilities and ability to use independent judgment in the performance of duties.

Knowledge of community resources and agencies available to the general public and community groups.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to deal with the general public in a courteous and tactful manner.

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Master's degree in Library Science from an ALA accredited library school required.

Must have two (2) years of experience in public library administration, information or reader's advisory services.

Must have one (1) year of supervisory experience.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, library books and other materials. The incumbent is required to frequently sit for extended periods of time, talk, hear and must have the ability to transport themselves to and from various locations within the city library. Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually moderate, but may be intense depending upon the scheduled activity.

Work requires extensive interaction with the general public and may be stressful when dealing with customers and/or meeting deadlines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 is regularly required to talk and hear. The employee frequently is required to stand and sit. The employee is required to walk; use hands and fingers; climb or balance; and stoop and kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a motor vehicle license.

Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee occasionally works in outside weather conditions.

Starting salary \$16.00 per hour

Benefits:

Kansas Public Employees Retirement System
Single membership in group health insurance program
Sick leave – one day per month
Annual leave – one day per month
Optional health, life and retirement programs

Application procedure

Submit the following in person or online at www.emporialibrary.org:

1. Library application form
2. Cover letter
3. Resume
4. List of three references with current contact information

To: Robin Newell, Director
Emporia Public Library
110 East Sixth Avenue
Emporia, KS 66801

Applications will be accepted until position is filled. Review of applications will begin May 8, 2017.

For more information: Contact Robin Newell, Director (620)340-6464, newellr@emporialibrary.org.
Website: www.emporialibrary.org

