

# LIBRARIAN – HEAD OF REFERENCE

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Position Code: 2350

WC Code: 9101

FLSA Status: Non-Exempt

Pay Grade: 351 (\$39,650 - \$62,010)

Location: Library

Approval Date: 2010

## **General Statement of Duties**

Performs professional level service in the development and implementation of quality library service to the public.

## **Distinguishing Features of the Class**

An employee in this position performs supervisory and professional library work requiring the application of specialized library techniques. Work involves acquiring books and other materials for the library's collection and removing out of date materials. Employee is responsible for ordering new books from various publishers and maintaining the library's collection by discarding outdated materials; and overseeing the library's participation in the inter-library loan programs including borrowing and loaning materials through other participating library systems. Assists patrons in locating various books and materials, including reference materials. Plans, coordinates, and promotes library events, classes and programs. Employee must exercise considerable initiative and independent judgment in all phases of the work. Employee must also exercise considerable tact and courtesy in frequent contact with the library patrons. Reports to the Library Director.

## **Duties and Responsibilities**

Maintains a well-organized and current Adult Collection by reviewing journals and catalogs and acquiring materials based on needs of the library and community.

Weeds out-of-date or worn materials and replaces them with more current materials and performs regular inventory of Adult collection to ensure accuracy of catalog.

Supervises, trains, evaluates, and schedules branch staff to ensure policies and procedures are followed, customers are given efficient and competent assistance, and pleasant working conditions are maintained.

Assists and instructs library patrons in use of reference materials and online databases.

Assists and instructs library patrons in use of computers and computer software, microfilm readers, printers.

Compiles and prepares statistics and reports for use by Library Director and Town.

Participates in budget preparation process by submitting recommendations for equipment, personnel and supplies.

Develops, plans, and coordinates programs, classes and tours, both inside the library and as outreach services.

Promotes and markets Adult Services programs through news media, library website, and advertising flyers.

Plans, organizes, schedules and prepares bulletin boards and special exhibits in the library.

Maintains and schedules events and groups through online calendar.

Updates and develops content for library web page, including graphics, research guides, book reviews, event advertisements, and library service descriptions.

Performs related tasks as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.

Thorough knowledge of automated library systems including database management.

Some knowledge of cataloging procedures (MARC Records, field data).

Considerable knowledge of the organization and functions of local governments.

Considerable knowledge of computer maintenance, software and hardware applications in a library.

Skills in communicating and presenting ideas effectively in oral and written forms.

Ability to supervise and plan the work of subordinate staff.

Ability to establish and maintain effective working relationships with Town and community officials, other departments, employees and patrons.

## **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, lifting, pushing, pulling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

## **Minimum Education and Experience**

Master's of Library Science Degree from a college or university accredited by the American Library Association, two to four years of experience in a public library setting, preferably in public library reference and information services; or an equivalent combination of education and experience.

## **Special Requirement**

Possession of or ability to obtain the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.