

WILLIAM P. FAUST
Public Library of Westland

**LIBRARIAN
Job Description**

RESPONSIBILITIES OF POSITION:

Under general administrative direction, develops, maintains, and provides library services. Cross-training and working in other departments is a requirement. This position requires complete confidentiality. Classification is exempt status.

ADULT SERVICES:

1. Maintains and develops a library collection focused on adults.
2. Works with volunteers to enhance adult offerings.
3. Solicits funds and promotes donations for adult activities.
4. Develops displays and promotional materials for adult related information and programming.

ESSENTIAL FUNCTIONS:

1. Answers reference questions and gives bibliographic instruction.
2. Provides knowledge of electronic resources.
3. Teaches library related classes.
4. Recommends materials for purchase in assigned areas.
5. Prepares booklists, bibliographies, and pathfinders.
6. Weeds collection and supervises inventories in assigned areas.
7. Participates in fund raising, grant writing, and public relations output.
8. Participates in long range planning.
9. Works on library-wide projects.
10. Maintains and develops a library collection focused on adults.
11. Acts as a liaison with local community groups and organizations to provide an interest in programs and disseminate information.
12. Provides readers advisory services and makes recommendations in locating age and content appropriate materials.
13. Analyzes and recommends library policies.
14. Maintains a working knowledge of library trends.
15. Serves as Supervisor-in-Charge on rotating basis.
16. This position requires complete confidentiality.
17. Scheduled at Reference, Circulation, and Children's service desks as needed.
18. Performs in-depth reference research.
19. Participates in all-staff shelving as needed.
20. Uses own vehicle for travel away from the library building.
21. Cross-training and working in other departments is a requirement.
22. Performs other related work as required.

KNOWLEDGE AND ABILITIES:

1. Considerable knowledge and understanding of basic library principles, procedures, technology, goals, and philosophy of service.
2. Ability to meet, communicate with, and deal effectively with staff and the public and maintain effective public relations.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to write grants, bibliographies, and other related library output.
5. Ability to use knowledge and training to productively serve the needs of the library.
6. Willingness to maintain skills in above-mentioned areas through active participation in appropriate professional learning experiences.
7. Ability to deal harmoniously with patrons, vendors, and library staff.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending, twisting, and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing up to 60-80 pounds on wheels.
9. Mobility: travel to meetings and vendor visits outside the library building.
10. Ability to stand for long periods of time.
11. Ability to use a computer for long periods of time.

SKILL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
3. Ability to Comprehend and Follow Instruction: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator and advanced calculations with a calculator.
5. Time Management: set priorities in order to meet assignment deadlines.
6. Planning and Organizational Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods for accomplishing goals.
7. Equipment: computer literate.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment.
2. Flexible work hours including frequent evening and weekend hours.
3. Flexibility to substitute when staff shortages arise.

EQUIPMENT USED:

Computer terminal, library automation system, typewriter, calculator, copy machine, fax machine, printer, software programs, microfilm/fiche reader, change machine, telephone, cash register, printing equipment, audiovisual equipment, building security system, motor vehicle, and other equipment as added or required.

EDUCATION AND EXPERIENCE:

Required

1. Masters of Library Science from an American Library Association accredited library school.
2. Eligibility for appropriate Michigan Library certificate.

Desirable

1. Three years experience in a library of equivalent size and relevant service.

Please address applications to:

Marilyn Kwik, Head of Information
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