



## JOB DESCRIPTION ANDERSON PUBLIC LIBRARY

<b>Job Title:</b>	Public Services Librarian
<b>Department:</b>	Public Services
<b>FLSA Status:</b>	Non-Exempt
<b>Employment Status:</b>	Full time
<b>Pay Grade:</b>	14
<b>Supervisor's Title:</b>	Public Services Manager
<b>Last Revision:</b>	December 2023

**Job Summary:** The Public Services Librarian provides reference assistance and reader's advisory to library customers. Assists customers in locating materials and utilizing technology, electronic resources, and other library equipment. Plans and conducts programs for adults in the library or at community locations.

### Essential Job Duties:

1. Provides reference assistance in-person, by phone, and through online chat or email and performs reader's advisory services. Locates materials and other resources for customers. Processes customer material requests.
2. Assists customers researching local history or genealogy records. Helps locate information resources for customers and gives suggestions for the research process.
3. Assists customers using the integrated library system [ILS], computers, digital technology, and other public library equipment. Assists customers with troubleshooting basic technology-related issues.
4. Assists in assessing collections in assigned areas and making collection recommendations.
5. Collaborates in planning and conducting diverse and dynamic programming for adults at the library and off-site locations. Participates in other special events and community activities. Promotes library programs and services during customer interactions and provides a positive image of library.
6. Creates displays to enhance the library experience and to promote use of library resources.
7. Assists with interlibrary loan and delivery services systems, including processing requests, paperwork, shipments, and deliveries, as needed.
8. Plans and presents technology training for staff and the public.
9. Assists the Community Engagement and Marketing Manager with suggesting, creating, and posting content to the library's social media accounts.
10. Help maintain equipment and supplies within department.
11. Assumes person-in-charge duties as needed.
12. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.

13. Performs other duties as assigned.

**Job Education and Experience:**

- Education: Master's Degree in Library and Information Science is required.
- Certifications or licensure: LC3 or higher is required.
- Years of relevant experience: 2 to 5 years is preferred.
- Years of experience supervising: None.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

**Job Knowledge, Skills, and Abilities:**

1. Knowledge of the principles and practices of library science.
2. Knowledge of customer interest levels related to library materials, programs, and services.
3. Skill in customer service.
4. Skill in public speaking.
5. Ability to plan and present diverse programming of interest to adults.

**Work Environment:**

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

**Physical Demands:**

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 50 pounds of force to lift or move objects.

**Equipment Used:**

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

*The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Core Values:**

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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**Acknowledgment:**

*I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.*

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Employee Signature:

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Date:

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Manager Signature:

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Date: