

Jasper County Public Library Job Description

Title: Wheatfield Librarian

Classification: Librarian III

Branch/Department: Wheatfield Library

FLSA: Exempt (administrative duties)

Reports to: Director

General Summary:

Responsible for selection and maintenance of the library collection, supervision of the staff, equipment, programming, building and grounds

Primary Responsibilities and Duties:

Essential Functions:

- Hire, evaluate, supervise, and oversee training of staff
- Oversee the selection, inventory, and weeding of the adult print and nonprint collections, maintaining yearly budget
- Assist with selection, inventory, and weeding of digital collections
- Oversee adult and family programming
- Oversee daily operations to ensure smooth functioning
- Coordinate staff schedules
- Coordinate building maintenance
- Assist with reference and reader's advisory services
- Develop and carry out long-range and short-range plans
- Participate in the work of the management team to advance system goals
- Participate in committee work
- Attend Friends of the Library meetings, assisting them when necessary
- Attend professional meetings and workshops
- Participate in community activities as appropriate
- Must adhere to library Internal Control Standards and System

Other Duties:

Special tasks as assigned by Director

Knowledge, Skills, and Abilities Required:

Minimum Education:

Master's degree in Library Science (or Information Science, with appropriate library science course work) from an ALA-accredited college or university

Minimum Experience:

1 year supervisory experience

Contact With Others:

Excellent interpersonal and communication skills. Must interact well with the public and staff. Must be able to speak in front of groups. Must have an ability to supervise and evaluate the work of others. Must comply with employee handbook and federal/state/and local employment laws.

Mental/Analytical Demands:

Excellent organizational and management skills required. Attention to detail. Ability to remain calm and composed when dealing with difficult situations or individuals and with multiple priorities. Ability to make independent decisions. Deep commitment to excellence in public service.

Certification, Licensure, Registration:

Librarian Certificate 3 (LC3)

Working Conditions:

Physical Requirements: Ability to move in a timely manner throughout all areas of the library and from the library to other locations in town. Ability to attend meetings and workshops in locations around the state. Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height.

Working Environment: Constant Public Contact. Highly computerized workplace. Evening, Saturday and possible Sunday work required.

Equipment Used: Knowledge of word processing and other computer applications. Ability to effectively search the Internet and research resources. Ability to learn use of general office equipment.

General Statement: The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

Effective Date: 5/01; revised 9/24