

BAY COUNTY LIBRARY SYSTEM
Job Description
LIBRARIAN I REFERENCE

NATURE OF POSITION

Performs professional reference tasks with patrons of all ages. Directly responsible to the Head of Reference Department or Managing Librarian.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Able to work with public, staff and administration in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Possess verbal aptitude required to communicate with library patrons and staff and to perform public service work.
- Able to perform a variety of duties and to work with people of various backgrounds, education levels, and interests.
- Must show courtesy, tact, adaptability, and a ready willingness to work with patrons.
- Possess competency with computers and information technology.
- Exhibit good professional judgment.
- Able to organize, prioritize and direct work effectively and appropriately.
- Possess knowledge of the Bay County Library System and the services offered.
- Able to communicate clearly and effectively, utilizing good grammar.
- Bend, twist and lift books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

- Promote and further the purpose and objectives of the Bay County Library System.
- Answer reference and reader's advisory questions drawing from the total library resources.

- Provide research assistance to patrons within the branch, by telephone, and by mail or electronically.
- Prepare and execute on-line-database searching.
- Perform interlibrary loan subject searches for branch libraries and member libraries of the White Pine Library Cooperative.
- Read reviews and recommend for purchase materials, both book and non-book, with emphasis on the reference collection.
- Systematically re-evaluate materials for the purpose of updating the collection.
- Assemble and arrange displays to publicize reference service and to make the area and service inviting.
- Prepare bibliographies and book lists, for in-house use and for media distribution.
- Examine new acquisitions and check in new reference materials.
- Teach reference skills and use of materials & resources to staff and patrons, individually and in groups.
- Index the Bay City Times and update the Community Resources Database.
- Read professional literature to keep advised of developments in the field.
- Attend professional meetings and workshops pertaining to reference work.
- Assist in planning and carrying out special projects involving service promotion and outreach activities.
- Participate in the training, supervision and scheduling of pages, clerical and para- professional employees in the performance of assigned tasks.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an ALA accredited college, including courses of study in reference sources, or the equivalent education plus experience.