

Job Description
LIBRARIAN II REFERENCE

NATURE OF POSITION

Performs professional reference tasks with patrons of all ages. Responsible for the management, operation, and supervision of the reference department. Directly responsible to the Managing Librarian.

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 as stated in the Bay County Library System Policy and Procedure Manual.
- Answer reference and reader advisory questions drawing from the total library resources.
- Provide research assistance to patrons.
- Prepare and execute on-line-database searching.
- Answer telephone reference questions.
- Perform interlibrary loan subject searches for branch libraries.
- 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, sometimes for media distribution.
- Examine new acquisitions and check in new reference materials.
- Teach reference skills and use of materials to staff and patrons.
- Shelf-read reference collection.
- Maintain up-to-date loose-leaf reference sources, discarding superseded materials.
- Read professional literature to keep advised of developments in the field.
- Be responsible for ordering and maintaining departmental supplies.
- Attend professional meetings and workshops pertaining to reference work.

- May plan, direct and carry out special projects involving library promotion and outreach activity.
- May supervise pages, clerical and semi-professional employees in performance of assigned tasks.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Verbal aptitude required to communicate with library patrons and staff and to perform public relations work.
- Clerical perception needed to organize and conduct or direct department business.
- Adaptability for performing a variety of duties and for working with people of various backgrounds, education levels, and interests.
- Ability to establish and maintain good working relationships with employees and with public.
- Must show courtesy, tact, adaptability and a ready willingness to work with patrons.
- Knowledge of the Bay County Library System and the services offered.
- Exhibit good professional judgment.
- Ability to communicate clearly and effectively, utilizing good grammar.

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.