

Job Description
PUBLIC SERVICES LIBRARIAN I

NATURE OF POSITION

Performs professional tasks related to library work with patrons of all ages with an emphasis on Teen functions including some system wide coordination. Directly responsible to the Managing Librarian.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Promote and further the purpose and objectives of the Bay County Library System
- Work with patrons, co-workers, and supervisors in a manner that is positive, supportive, cooperative, and in the best interest of the library
- Have skills and abilities needed to effectively lead, train, supervise, and discipline personnel appropriately
- Be proficient in the application and operation of appropriate hardware and software for the automated circulation system and database
- Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line phones, fax, photocopy and other machinery
- Bend, twist, lift, and interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another
- Carry library materials, supplies and equipment weighing up to 30 pounds on a regular and repetitive basis and be able to push carts holding similar materials throughout the work site
- Possess verbal aptitude required to communicate clearly and effectively with children, parents, teachers, and library staff
- Must possess strong organizational skills
- Follow directions, meet deadlines, and perform required responsibilities
- Knowledge of literature, including teen literature

EXAMPLES OF POSITION RESPONSIBILITIES

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

- Promote and further the purpose and objectives of the Bay County Library System.
- Read, review, and evaluate materials; coordinate system wide purchases of teen materials
- Plan and develop system wide activities and programs as time allows for teens such as reading clubs, summer reading programs, etc.
- Coordinate the system wide Teen Summer Reading Program
- Represent the library in outside community activities as assigned
- Visit schools and community groups to explain and promote the public library's Teen services
- Update Teen area of library's webpage
- Prepare reports as requested
- Assist in training and supervising appropriate personnel
- Perform reference and reader's advisor service for patrons of all ages
- Systematically re-evaluate materials for the purpose of collection development
- Keep abreast of developments and applications of library technology
- Prepare booklists and bibliographies
- Search the Internet and other on-line sources for materials
- Conduct tours and orientation sessions at the library as requested
- Instruct patrons of all ages in library skills
- Attend pertinent meetings and professional workshops
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Master's degree in Library Science from an A.L.A. accredited college and three years experience working with the public at a library. Equivalent combination of experience and education may be accepted.