



Position Description

Position Title	Librarian
Department	Library
Classification	Regular, Full-time
FLSA Status	Exempt
Reports To	Library Director
Direct Reports	Library Assistants
Last Updated	8/26/22

Purpose of Position

The Librarian plans and executes programming for all ages. The Librarian also assists the Library Director with supervision & training of library staff and volunteers, collection development and promotion, and other duties as assigned. The Librarian conducts the day-to-day business of the Library.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, promotes, and facilitates library programs: Plans, promotes, and facilitates programming for all ages. Develops, promotes, and delivers patron training (e.g. classes, help guides, on-on-one assistance) in coordination with the Library Director.

Regularly participates as a member of the supervisory team: Assists the Director with the establishment of policies, procedures, and plans for the library. Participates in regular supervisory team & staff meetings, training, and activities. Supervises and trains assigned Library staff. Handles problem situations as they arise. Assists in the maintenance of good public relations.

Other Essential Duties and Responsibilities

Uses ILS to conduct Library business: Check in and out library items, register new library users and maintains the patron database, charges and collects fines for materials, process bills for delinquent accounts, sends notices of overdues and charges to patrons, places holds on behalf of patrons and makes necessary patron notifications, prepares materials for delivery to other libraries and processes materials received from other libraries, responds to daily and monthly reports as assigned by the management staff, prepares and organizes library item holds, shelves library materials, recommends materials for purchase, evaluates condition of items, inventories collections, as needed.

Assist with maintenance and development of collection: Processes new library materials of all types and maintains database of collections, shelves library materials and helps to maintain order of the collections, recommends materials for purchase, assists with the maintenance of the collections via regular examination, weeding, and mending of damaged materials, as needed. Evaluates donated materials for inclusion in the library collections or for addition to the ongoing book sale, inventories collections, as needed.

Provides assistance in the use of the library and its resources by the public: Answers reference questions and assists patrons with finding desired materials; provides readers' advisory assistance as needed. Requests materials via interlibrary loan for items not found in InfoSoup; responds to requests for our materials from libraries outside of InfoSoup. Assists patrons with basic use of InfoSoup, public Internet computers, and SAM sign-up computers. Serves as a resource for staff and patrons in the use of eBooks and eReaders; assists patrons with the set-up and use of eReaders and the Overdrive website. Responds to emails received from the public in agency accounts.

Other duties as assigned or required: Represents the library at appropriate local and statewide meetings as assigned by the Director. Assists with special projects as assigned by the Library Director. Participates regularly in activities that promote professional development.

Education, Experience, and Skills

Knowledge of ILS. History of providing quality and dynamic programming. History of establishing community partners and relationships. Experience supervising employees and/or co-workers. A Bachelor's degree and experience working in a public or school library setting. Master of Library Science preferable or any combination of the above that provides equivalent knowledge, skills and abilities.

Working knowledge of library methods, procedures, and library programming. Ability to lead programs and make presentations to small and large groups of people. Ability to maintain and foster cooperative and courteous working relationships with the public, peers, Director, and Library Board. Knowledge of software applications including Microsoft Office Suite, Google Suite and databases.

Ability to follow detailed instructions; ability to interpret and apply technical instructions. Ability to communicate effectively orally and in writing. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

Ability to sustain prolonged visual concentration and keyboarding activity. Ability to instruct others in the effective use of library resources in a variety of settings (e.g. one-on-one, small group, large group). Possession of a valid Wisconsin driver's license, means of transportation, and willingness to travel to local and state-level meetings.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, stand, walk and use both hands to handle, touch, grasp; reach with arms and hands, talk and hear. The employee is occasionally required to lift and/or move up to 30 pounds and maneuver a fully loaded book cart. Ability to sit on the floor and participate in physical activities with program participants. Specific vision abilities include close vision and distant vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

Work is generally performed in the library. Occasional outdoor work required. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is occasionally noisy with varying internal and external customer service peak periods.

EOE / ADA Statement

Little Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Little Chute will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.