

**CAROLINE COUNTY PUBLIC LIBRARY
LIBRARIAN I – FULL TIME
JOB DESCRIPTION**

GRADE: 6

POSITION TITLE: Librarian I – Circulation and Reference Manager

FAIR LABOR STANDARDS ACT STATUS: Exempt

REPORTS TO: Assistant Director

HOURS & DAYS OF DUTY: Full time, 37.5 hours a week. Regular schedule includes daytime and evening hours as well as a rotating Saturday schedule.

PRINCIPLE PURPOSE OF JOB: To courteously, professionally and efficiently provide helpful, accurate service to customers.

JOB STANDARDS:

- Promotes and maintains the library's Mission.
- Demonstrates knowledge of established library policies and procedures and the ability to enforce them, referring unusual situations to supervisor or administration.
- Maintains confidentiality according to library policy.
- Regularly and punctually reports to assigned location.
- Demonstrates neatness, accuracy, thoroughness, and general effectiveness of work produced.
- Demonstrates personal responsibility for learning and growth through participating in training programs and workshops in line with agreed upon learning plan.

ESSENTIAL FUNCTIONS:

- Provides frontline customer service at all three (3) CCPL locations
- Provides detailed reference and referral services
- Assists with collection maintenance, including shelving, shelf reading and weeding
- Assists customers with computers and other equipment
- Educates customers on library technology, resources and services
- Assists with opening and closing procedures
- Performs other duties as assigned

CIRCULATION & REFERENCE MANAGER:

- Oversees, tracks, and resolves individual circulation-related customer issues
- Oversees the day-to-day operations of circulation and reference services at the Central Library
- Supervises assigned library staff, establishing and overseeing assignments and the division of work.
- Helps maintain a circulation procedure handbook
- Helps develop and update library policies, procedures and training documentation.
- Processes all assigned circulation and collection reports.
- Oversees customer service, reference/information training.
- Works with administration and other managers to develop and implement department or branch goals within overall system goals.
- Maintains an accurate and up to date patron database.
- Participates on the hiring team as needed.

- Works with Office Manager to ensure adequate public services supplies.
- Assists with collection development as assigned.

ADDITIONAL FUNCTIONS:

- May contribute to library programming and/or outreach.
- May serve as liaison with local and state organizations
- May write grants for public and nonprofit funding and seek corporate sponsorship to help fund library resources, programs and services.
- May assist with adult summer reading.
- May contribute to library programming and/or outreach.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Able to work independently.
- Able to function as a lead worker and provide guidance and/or training to other staff members.
- Demonstrates strong communication and interpersonal skills.
- Demonstrates decision-making and problem solving skills with emphasis on personal responsibility and willingness to deal with issues at hand.
- Ability to follow directions and complete tasks in a timely fashion.
- Knowledge of a variety of disciplines, operations and practices as assigned, including adult reference, children's literature, etc.
- Ability to supervise, train, evaluate and provide guidance to assigned staff members.
- Meets all reference competencies.
- Meets technology competencies.
- Meets circulation competencies.
- Meets library equipment/machines competencies.
- Meets core ILL (Marina) competencies.
- Meets advanced safety/emergency competencies.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- Master's Degree in Library Science from ALA accredited institution.

REQUIRED LICENSES AND CERTIFICATES:

- Advanced professional certificate as Public Librarian.
- Complete 6 semester hours or equivalent (90 contact hours) in an accredited institution or in an in-service program in subjects that are relevant to the assignment of a library associate every 5 years.
- Maryland Class "C" driver's license or an equivalent from another state.

DESIRABLE ADDITIONAL QUALIFICATIONS:

- Experience in customer service
- Library experience

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Requires sitting, standing and walking for extended periods of time.
- Requires reaching, bending, and carrying light to moderate loads up to 20 lbs.
- Requires ability to move about library to help customers.
- Requires ability to operate a keyboard and view a computer monitor.

- Requires ability to communicate using a telephone.
- Requires ability to push/pull a rolling book carts.
- Work is conducted in a normal office setting which provides comfortable lighting, temperature and air conditioning.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls, observance of fire regulations and traffic signals.

NOTE:

- Certain conditions, e.g. economic constraints or staffing patterns, may necessitate change in job description.
- The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.