

ROSEBUD COUNTY

Job Description

CLASS TITLE: Librarian

ACCOUNTABLE TO: Library Director

PRIMARY OBJECTIVE OF POSITION:

Under general direction, performs professional library services in circulation, reference, or children's library work. Work varies requiring independent judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include walking, climbing stairs, reaching, standing bending, stooping, climbing ladders, and lifting up to 50 pounds (greater with assistance).
- Must possess a valid Montana Operator's License.
- Must pass a background check.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Works with the Director in carrying out library policies and procedures.
- May, by direction serve as the Assistant Library Director.
- Performs front deskwork, maintains public contacts, reference work, and other standard tasks such as shelving, filing, and maintenance of library appearance.
- Promotes the services of the library to meet more effectively present and future community needs via word of mouth print, and social media.
- Duties are performed in surrounding where undesirable physical conditions are minor and controllable.
- Performs all routine library functions including book and periodical shelving and performs other duties as needed.
- May prepare book lists and exhibits, process new books, DVD's, CD's, and audiobooks.
- Maintains and prepares records and reports.
- Responsible for materials requiring minimal servicing and occasional accountability.
- Handles small amounts of funds.
- Position requires substantial and frequent contact with fellow employees and public.

MAY SERVE AND/OR PERFORM THE FOLLOWING DUTIES AS:

- Interlibrary Loans
- Children's Librarian
- Teen Librarian
- Cataloging
- Collections
- Technology hardware and software maintenance and training
- Reference Librarian
- Adult and Senior Programming

CLASS TITLE: Librarian (continued)

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:

Generally, none, however, may supervise some patrons (teens or children), or volunteers.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

- Graduation from High School, or its equivalent supplemented by course work in Library Science or secretarial skills; PLUS.
- Two (2) years of work experience in similar or related work preferred.
- Technology experience required.
- Shall meet al State Certification requirements and meet any continuing education requirements throughout employment.
- Possession of a valid Montana Operator’s license.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Assures library is run in an effective and efficient manner.
- Maintains collaborative working relationships with fellow employees in maintaining an adequate inventory of books and materials.
- Maintains effective working relationships with fellow employees, the public, and other groups including schools.
- Opens and closes the library.
- Assists in photocopy, fax, and other patron services.
- Performs other duties as appropriate and assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Approved by Rosebud County Library Board on 10/14/2020