

**DAYTON METRO LIBRARY
POSITION DESCRIPTION**

JOB TITLE:	Reference Librarian	DEPT:	Magazine and Special Collections Division
GRADE:	11	FLSA:	Nonexempt
REPORTS TO:	Magazine and Special Collections Division Manager	DATE:	11/2012

BASIC FUNCTION: Responsible for assisting with indexes and related reference resources, conducting on-line database searches, and assisting in the selection of materials.

ESSENTIAL JOB DUTIES:

1. Provides library users with assistance in reference, readers' advisory, and in the use of library materials and reference resources. Serves at the public reference desk and in a roaming capacity.
2. Maintains and develops archival material in special collections at the Main Library and serves as a resource for information on preservation policy and techniques.
3. Plans, prepares and conducts programs which address community needs and offer a tie-in to library materials. Participates in public relation activities such as tours, talks, and demonstrations to promote library use. Provides service and maintains liaisons with community agencies.
4. Assists Magazine and Special Collections Division Manager with special projects as assigned.

Supervisory Responsibilities: None.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies.

Attendance/Punctuality: Demonstrates reliability by arriving to work, meetings and appointments on time and by taking breaks in expected time frames. Adjusts schedule and remains flexible to meet changing work needs and demands.

Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library professionally when dealing with staff, managers, vendors, contractors, colleagues and members of the public. Communicates effectively and shares information and resources appropriately. Manages difficult or emotional patron situations.

Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position. Exhibits objectivity and openness to others' views. Promotes harassment-free environment. Educates others on the value of diversity.

Initiative/Innovation: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity. Meets challenges with resourcefulness. Develops innovative approaches and ideas. Presents ideas and information in a manner that others' understand.

Organizational Support /Ethics: Contributes to the improvement and success of the department and the entire Library system. Supports and contributes to Library goals, objectives and mission statement. Maintains a high degree of ethics, integrity and confidentiality. Meets all requirements of Library rules and the Personnel Manual. Demonstrates support for ALA's Code of Ethics and DML's Material Selection Policy.

Planning/Organizing: Participates in the library's planning process to represent and support all aspects of library services. Demonstrates ability to plan and organize work effectively. Demonstrates ability to set goals and priorities to ensure accurate, thorough and timely completion of performance standards. Looks for ways to improve and promote quality; applies feedback to improve performance.

Professional Development: Stays informed of current trends, issues and practices in Library and information services. Demonstrates motivation and commitment to improve work related knowledge skills and abilities. Demonstrates initiative, and strives to continually improve processes and relationships. Participates in training, job shadowing, and mentoring opportunities. Shares expertise with others.

Safety and Security: Observes safety and security procedures. Determines appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.

Teamwork: Demonstrates team behavior and willingness to promote a team-oriented environment. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Performs other duties as assigned.

QUALIFICATIONS:

Communication Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, policy and procedure manuals and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from patrons, managers, coworkers and members of the community. Ability to apply active listening skills. Ability to deal effectively with confrontational individuals and/ or challenging situations.

Education and Experience: Knowledge of professional library principles, methods, techniques and procedures. Knowledge and appreciation of literature, Web sites and other electronic media, and materials which constitute a diverse, current and relevant collection. Ability to determine patron information needs. Ability to construct a competent and complete search strategy using both print and non-print information resources. Knowledge of available and emerging technologies and their application to reference work. MLS (preferred) or its equivalent in education and experience is required.

Equipment, Tools, and Materials: Ability to frequently use computer equipment and standard office equipment.

Physical Demands: Ability to periodically pull and push book trucks weighing up to 250 pounds. Ability to periodically climb, dial, and drive. Ability to occasionally carry, hold, lift, reach, stoop and turn. Ability to frequently grasp, sit, stand, walk, and use keyboard. Specific vision abilities required by this job include close vision and distance vision and the ability to distinguish colors. Ability to speak and hear required.

Technical Skills: To perform this job successfully, an individual must have the ability to use Internet, and other electronic reference resources, E-mail, Spreadsheet and Word Processing software. General knowledge of PC computer equipment and Network Products required.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.