

Bexley Public Library  
Position Description

Position Title:	LIBRARIAN (MLS)
FLSA Status:	Exempt
Reports to:	Adult Services or Youth Services Manager
Department:	Adult Services or Youth Services
Specialization:	Children's, Teen, Adult, Local History
Salary Range:	
Last Revision:	12/16

**PURPOSE OF WORK:**

Under general direction, the Librarian provides outstanding service and assists patrons in identifying and locating appropriate materials using electronic, print, and other resources; trains patrons in the use of resources; maintains library collections; and prepares and conducts innovative programs designed to encourage library and to support of the library's mission.

**ESSENTIAL POSITION FUNCTIONS**

1. Provides outstanding internal and external customer service
2. Provides reference, readers, and viewers advisory services to the public through various means including in person, by appointment, over the phone or email, and online
3. Maintains an active working knowledge of specialty area resources; tracks and anticipates relevant trends and best practices in the field and makes recommendations for improvements to services, collections, and programs
4. Trains public on use of library technologies and library resources; identifies, recommends, and incorporates relevant technologies into library services and programs
5. Develops and implements innovative, relevant, and audience-appropriate library programs and services that encourage library use and support the library's mission
6. Participates in the development and implementation of department and library-wide strategic priorities
7. Represents the library at community events and in community organizations; maintains positive working relationship with partner institutions
8. Provides outreach and library services in the Bexley community
9. With the Collection Development Manager, evaluates and maintain the library's collections and make recommendations for collection development based on community needs, usage levels, and relevance of materials; evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines; works closely with Library Associates and other staff to maintain the collection
10. Serves as Librarian-in-Charge, as assigned; responsible for solving staff and patron problems at the departmental level in the absence of supervisors, as appropriate; explains and enforces library policies and procedures
11. Works in multiple service areas, as assigned
12. Performs additional duties including serving on task forces, committees, etc.
13. Demonstrates a positive attitude and supports library goals and objectives

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14. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
15. Other duties as assigned

**SPECIALTY FUNCTIONS:**

1. Local History Librarian: serves as liaison to the Bexley Historical Society and other related groups; maintains excellent working knowledge or preservation and digitization techniques; oversees the digitization and preservation of local history materials, oversees and schedules volunteers to assist with the local history initiative
2. Children's, Teen, Adult Librarians: Maintains an advanced working knowledge of specialty area resources and develop programs and services that incorporate relevant trends and best practices

**MINIMUM QUALIFICATIONS:**

1. Master's degree in Library Science from an American Library Association accredited school; Strong commitment to public library service and values
2. Excellent oral and written communication skills
3. Ability to deliver programs and to speak before groups
4. Excellent interpersonal skills; must enjoy and excel at helping and working with a diverse group of patrons and colleagues
5. Excellent problem solving, project-management, and organizational skills
6. The ability to work well independently and as part of a team
7. The ability and desire to learn and apply new skills, ideas, and practices
8. Familiarity with current professional trends and practices
9. Superior working knowledge of print and electronic resources including web sites, databases, and social media; high comfort level and familiarity with common hardware and software, including eReaders
10. Ability to maintain confidentiality and use appropriate judgment in handling information and records
11. Ability to arrange items in alphanumeric and/or subject order
12. Ability to retain, follow, and explain organizational procedures, processes, policies and operations

**PREFERRED QUALIFICATIONS**

1. At least one (1) year of library experience
2. At least one (1) year of experience in a customer service position

**PHYSICAL DEMANDS**

Ability to sit and use a computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to thirty (30) pounds, occasionally

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, daily

Ability to perform repeated reaching, bending, climbing and squatting, daily

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Travel by automobile, occasionally

*This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_