**Position Title:** Librarian

**Department:** Patron Services

**Immediate Supervisor:** Patron Services Department Head

**Pay Grade:**  19 ($20.13-$28.17)

**Qualifications:** ALA accredited MLS

At least 2 years of public library reference experience preferred

Evenings and weekends regularly scheduled

**Position Description:** Provides general reference and Readers’ Advisory service in addition to working with patron accounts at the Patron Services Desk. Responsible for collection development and public services as assigned.

**Essential Duties and Responsibilities:**

1. Provides reference and Readers’ Advisory services for the Patron Services Desk.
2. Responsible for collection development duties as assigned.
3. Keeps abreast of trends in publishing and literature.
4. Keeps abreast of databases used for genealogy/reference research and assists patrons in the use of the best databases for their particular needs.
5. Assists in arrangement and development of services and programming for the public.

**Required Abilities:**

1. Manipulates library materials up to 50 pounds.
2. Maneuvers loaded book carts over carpeted floors.
3. Follows oral and written instructions.
4. Ability to work independently and recognize tasks to be done.
5. Must have excellent people skills and be able to assist patrons in a patient and friendly manner.

NOTE: *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 the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

**Employee Acknowledgement:**

I have read and understand this position description.

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Employee Date