

Librarian II

Dept: Library

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work assisting patrons, researching reference sources, developing and providing programming to patrons, providing administrative services to branch libraries, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the branch manager or section head.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Serves as assistant branch manager or assistant section lead if so assigned.
- Provides research assistance using electronic and print resources to patrons.
- Provides computer assistance for patrons.
- Provides readers' advisory services to patrons.
- Provides circulation assistance to patrons; checks out library material, issues library cards; assesses fees and fines; addresses problems related to patron records.
- Plans, schedules, promotes, conducts and evaluates programs for patrons.
- Assists with selection of material for patrons.
- Assists branch managers with library operations.
- Serves on committees, boards and teams, and works with outside organizations as necessary.
- Provides public service duties described above in the context of serving adults and children in home and institutional visits, if assigned to extension services.
- Abides by and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of cataloging, library reference, children's, history, genealogy and other library services; thorough knowledge of library system computer applications; thorough knowledge of the Dewey decimal system; thorough skill operating standard computer equipment, and related hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to maintain accurate records and statistics and complete accurate reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience

Bachelor's degree and one year experience working as a librarian or experience working in a field related to the specialized nature of the position; or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and frequent exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, reaching with hands and arms, pushing

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or pulling and lifting and occasionally requires climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date