



Librarian Job Description

Department: Library
Reports To: Library Director
Pay Grade: 14
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: November 8, 2018

SUMMARY

Under general supervision, the Librarian provides leadership and supervision to library staff, while planning and promoting programming and completing general library functions, including collection activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with the Library Director and other librarians to provide leadership to the library as a whole and to develop and implement a strategic vision for the library.
- Attends staff meetings and other meetings as assigned. Communicates courteously and professionally; develops working relationships with others in carrying out job functions; serves on library teams and committees as assigned, such as Collection Development, Policies and Procedures, Summer Reading Program, Historical Center, etc.
- In collaboration with colleagues, provides services which may include:
 - Programming: Plans, promotes and conducts library events in order to meet community needs, including but not limited to story times, afterschool programs, adult programming, technology/online resource classes, Summer Reading Program, and library tours; arranges outside presenters as needed. Collaborates with regional libraries and other organizations to provide joint literacy and library programs. Participates in outreach activities.
 - Collection Management: selects for assigned collections in order to meet community needs, performs weeding as necessary, may work with staff to ensure recording, processing, and cataloging of new materials; participates in collection inventory.
 - Patron Services: Performs shifts at the service desk: provides circulation, basic and advanced reference services readers' advisory, basic assistance with technology, and other services provided by circulation staff; instructs library patrons in use of e-resources and devices used to access them. While performing similar work as employees under the line of authority, serves as a team leader. Manages public service problems, confidentiality, and safety issues when working at night and weekends.
- Participates in planning and mounting exhibits and displays, both cultural and historical in nature.
- Monitors the Library facilities; tidies and maintains the good condition of the library and upholds library policies and procedures.
- Within assigned areas of responsibility, supervises, participates in recruiting and termination procedures, disciplinary actions, and annual reviews, and provides direction and training to assigned staff, volunteers and outside presenters. Ensures that reports are trained in safe work practices and that safety procedures are followed.

- Collects and records statistics on events, attendance, and services.
- Works independently or with other staff to prepare and/or edit documentation, including the library newsletter, brochures, readers' advisory materials, website postings, and related documents. Participates in creating promotional and marketing materials.
- Administers the budget in assigned areas of responsibility. Identifies future needs and assists the Library Director in preparing budget requests.
- Pursues funding support opportunities; identifies and applies for grants and other funding sources; prepares for and administers funding opportunities such as grants, donations, and gifts.
- Maintains knowledge of current trends, development, and best practices in the library profession and in services by reading professional literature, and networking.
- Represents and advocates for the library throughout the community.
- May serve in the absence of the Library Director as necessary.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs essential duties and responsibilities outlined in the special assignments of the librarian.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- Master's Degree in Library Science or a closely related field.
- Two years' experience working in a library.
- Equivalent education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 35 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.

Adult Services Librarian Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the planning and conduct of recreational and educational library events for adults (including seniors, adults, young adults, and teens); arranges outside presenters as needed; evaluates outcomes of programs, events, and activities. Solicits sponsors for the Summer Reading Program. Collaborates with staff to ensure timely publicity for events.
- Collaborates with regional libraries and other organizations to provide joint literacy, cultural, and library programs.
- Promotes adult literacy by managing and leading the library's book clubs.
- Purchases and provides purchasing leadership in collection development; collaborates with colleagues to create and maintain a diverse, current, and relevant collection of materials which meets the informational needs and recreational reading interests of the citizens of West Fargo, including students, teachers, adults, and New Americans.
- Participates and provides leadership in deselection of the adult collection following CREW principles, including usage and condition, etc.
- Ensures adult collection management activities, including leadership in the following:
 - Selecting relevant donated items to add to the collection.
 - Solving collection classification problems.
 - Replacing items that have been lost or damaged.
 - Making automatic purchase and standing order selections and maintaining these accounts.
 - Keeping accurate records and working within assigned budget.
- Maintains knowledge of current trends, emerging technologies, senior services, and related fields.

Children's Services Librarian Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the planning and conduct of recreational and educational library events which are developmentally appropriate for children and/or teens; arranges outside presenters as needed; evaluates outcomes of programs, events, and activities. Solicits sponsors for the Summer Reading Program. Collaborates with staff to ensure timely publicity for events.
- Promotes child development and literacy through traveling story times, afterschool activities, and other programs.
- Collaborates with regional libraries, schools, daycares, and other organizations serving children to expand library service and provide joint literacy, cultural, and library programs.
- Purchases and provides leadership in collection development, collaborates with colleagues to create and maintain a diverse, current and relevant collection of materials for children and teens;
- Participates and provides leadership in deselection off the children's collection following CREW principles, including usage and condition, etc.
- Ensures collection management activities for the children's collections, including leadership in the following:
 - Selecting relevant donated items to add to the collection.
 - Solving collection classification problems.
 - Replacing items that have been lost or damaged.
 - Making automatic purchase and standing order selections and maintaining these accounts.
 - Keeping accurate records and working within assigned budget.
- Maintains knowledge of current trends, emerging technologies, child development, and related fields.

Technology/Technical Services Librarian Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as the library's liaison to the City IT department and works closely in collaboration with City IT to:
 - Research, recommend, acquire, and oversee implementation of technologies and equipment for the library, including hardware, software, Internet access, wi-fi, television, and other devices.
 - Develop, maintain, and implement a technology plan; submits said plan to the ND State Library; maintains a record of current passwords for library management and City IT.
 - Provide leadership in planning and administering the technology budget.
 - Ensure that technology issues are resolved: troubleshoots and submits help tickets; communicates with technology vendors and with City IT as needed.
- Acts as the library's technology liaison to ODIN and the ND State Library.
- Ensures maintenance of the library's off-site vending machine.
- Provides leadership to ensure the library's online presence, including the web site and social media.
- Trains staff and patrons on use of technology and equipment; writes instructional documentation as needed.
- Generates reports; compiles and maintains usage and circulation statistics.
- Oversees and supports technical services staff: works with colleagues and staff to ensure processing and cataloging of new materials; supervises ILL processing activities; oversees mending, disc polishing, and preservation activities; participates in selection and processing of donated materials.
- Provides leadership in special programs such as inventory, or re-labeling projects.

Access Services Librarian Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and participates in the provision of patron services including circulation, readers' advisory, reference, basic assistance with technology, hold requests, and other services provided by circulation staff. Manages public service problems and safety issues at the Service Desk.
- Works with circulation leadership and other staff to ensure staffing, scheduling, and training of circulation staff.
- Provides training of circulation staff in library policy, circulation procedures, online resources, basic reference skills, safety, etc.
- Provides exceptional service in dealing with patrons who may be difficult.
- Provides leadership in outreach activities to area institutions; organizes and ensures homebound services, book club kits and delivery services.
- Acts as liaison to the Friends of the West Fargo Public Library; supports and participates in their activities.
- Oversees recruitment and administration of volunteer services, including background checks, creation of job descriptions, assignment to a supervisor, performance reviews, and recognition of volunteer services.