



POSITION AVAILABLE: Public Services Librarian

Job Title: Public Services Librarian

Status: Full-Time

Pay Rate: \$38,000 to \$43,000 (salary commensurate with experience)

Hours per week: 37.5 to 40 hours

Position Close Date: June 16, 2023

Benefits: The Library offers a competitive benefits package to regular, full time employees that includes: Blue Cross Blue Shield Health Benefits; Dental Care; Vision Care; Vacation Personal and Holiday leave; and MERS Defined Contribution Plan.

The Public Services Librarian performs professional librarian duties providing customer service, program development, training and direction to library patrons, staff members, and volunteers. Works independently under supervision of the Library Director.

Duties and Responsibilities

Provides reference and reader's advisory services to patrons from diverse backgrounds. Facilitates access to the library collection and resources utilizing a variety of print and digital tools. Operates and navigates the online library system and all library electronic resources. Troubleshoots technology issues for staff and customers. Responds to patron questions and refers, when appropriate, to sources outside the library. Explains library policies and procedures to patrons and staff and determines best course of action to resolve issues.

Resolves complex circulation issues by troubleshooting customer accounts.

Manages the development and implementation of library programs and public instruction classes. Develops and implements new and innovative programs designed to create interest and enjoyment for the community. Determines program content. Negotiates contracts with authors and performers. Develops class curriculum. Provides instruction and assistance to patrons on the use of all library services, independently and in a classroom setting. Evaluates and provides statistics regarding programs. Establishes and maintains partnerships to provide monetary and in kind donations to fund library programs. Coordinates advertising and marketing of library programs.

Assists Director with managerial duties including assisting and training staff, resolving customer disputes and acting as person in charge in the director's absence. Identifies and applies for grants. Monitors and evaluates grants. Prepares professional reports for management and/or board review.

Leads and participates in system-wide and in-house committees to research, recommend, develop and implement policies and procedures related to intellectual freedom, customer access to information, user experience, collection development, work processes and to address issues affecting the library currently and in the future.

Maintains an advanced knowledge of library resources and practices and an awareness of current trends

and technologies through regular review of professional literature and participation in continuing education opportunities such as seminars and workshops.

Is professionally active; identifies and participates in professional development opportunities within budgeting limits. Reads widely to keep in touch with library trends, developments, and new technology and contributes ideas and suggestions to colleagues and library staff members. Accepts and directs the work of volunteers.

Performs other duties as assigned.

Working Conditions

Physical Requirements: The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; sit, kneel, crawl, and balance. The job also requires the employee to frequently lift and carry 10-25 lbs; occasionally lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Expected Hours of Work: The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Expected Travel: The job requires some travel between branch libraries, for training and conference activities, and attendance at community and business events.

Minimum Qualifications

Knowledge, Skills, and Abilities: Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 1-3 years professional library experience.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

Training, Licenses, or Certifications: Valid Michigan driver's license in good standing.

Supervisory Responsibility: Accepts and directs the work of volunteers. Assumes supervisory responsibilities when assigned.

****Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Otsego County Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, age, or disability.