

**JOB DESCRIPTION
MANITOWOC PUBLIC LIBRARY**

Title of position: Librarian
Bargaining Unit: Represented
Reports to: Library Director or Designee

Date: January 18, 2012
FLSA Status: Non-Exempt

PURPOSE OF POSITION:

Provides a variety of specialized library related services, including but not limited to program development and delivery, customers support and guidance in the use of library resources, collection development and maintenance and outreach and public relations services.

HOURS OF POSITION:

This position may be scheduled to work any hours the Library is open for business (i.e. weekdays, evenings, Saturday and Sunday).

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

A. Essential Functions:

1. Provides customer support and guidance in the selection and location of materials and usage of computers and catalog.
2. Develops and maintains the collection of all materials, including but not limited to print and electronic. Catalogues books and other materials. Consults with reviewing sources to make recommendations for purchase.
3. Develops and presents programs and services that target specific customer groups, including but not limited to: adults, teens, children and their parents/caregivers, teachers. Prepares press releases and promotional materials to promote community awareness and participation in programs and services.
4. Analyzes current trends in librarianship, technological advances and recommends appropriate applications for MPL and when necessary for the Manitowoc Calumet Library System (MCLS).
5. Acts as a Library liaison to civic groups; attends community events as a representative of the Library. Assists in the research of potential grant funding and preparation of grant applications.
6. Assists in training employees and volunteers in the standard operating procedures of the library. Refers questions or concerns about training accomplishments to the supervisor.
7. Provides training, support and back up to associates, assistants, clerks, pages and volunteers. Supervises work product of associates, assistants, clerks, pages and volunteers makes adjustments in work flow as necessary and refers concerns to the departmental supervisor.
8. Maintains building security by enforcing library policies for patrons, utilizing disaster and emergency procedures, responding to material threat detection system and other alters. Alerts supervisor and notifies law enforcement as necessary. Completes incident reports.

B. Non-Essential or Marginal Demands: None

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS*

Talking, hearing and near vision are required about 100% of the time, with standing and sitting required about 25% of the time and walking required about 50% of the time. Medium levels of fingering are required about 50% of the time, and low levels of lifting and carrying are required about 25% of the time. Medium levels of pushing/pulling, low levels of fingering, stooping, bending/twisting and reaching are required in unusual or nonroutine circumstances.

*For additional information on physical demands, refer to position inventory.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Over 75% of the time is spent indoors, with protection from weather conditions. Up to 25% of time is spent in book stack areas where there is exposure to dust and newsprint.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Personal computer, laser printer, digital copier, calculator, telephone, laptop computer, multi-media projection unit, digital camera, scanner, video camera, microphone system.

A variety of computer and software programs are utilized, including but not limited to the Library's automated systems and print management software.

QUALIFICATIONS NEEDED:

A Master's Degree in Library and Information Services (MLIS) from an ALA accredited institution is required. Prior work experience in a position with similar duties and responsibilities is desirable. Previous work experience in a position requiring excellent customer service skills, data management skills, and the use of advanced technology in a fast-paced, work-intensive environment is required.

Leadership skills, including the ability to effectively evaluate and motivate staff, multi-task and prioritize workload, work a project through from development to delivery and evaluation, experience in team building and knowledge of conflict resolution skills is required. Proven ability in utilizing office technology, the ability to perform research using electronic and written resources and the Internet is required. The ability to effectively use e-mail, data management software packages, and Microsoft Office is required. The ability to work independently, communicate effectively in both oral and written format, maintain composure, confidentiality, and exercise good judgment is also required. The ability to work effectively with populations of with varied needs and abilities and the ability to work effectively with a culturally diverse population are also required. The Manitowoc Public Library reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The Manitowoc Public Library retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Board Approved July 25, 2011
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