

**MCKINLEY MEMORIAL LIBRARY
POSITION DESCRIPTION**

TITLE: PUBLIC SERVICES LIBRARIAN – PART-TIME

PAY GRADE: 7

HOURLY	(X)	SALARY	()
NON EXEMPT	(X)	EXEMPT	()
ADMIN	()	PROF	()
		EXEC	()

NATURE OF WORK:

This position is a public services position with public contact. The position incumbents, under supervision, will be responsible for planning and implementing library and museum services in a public setting with children, young adults and adults. The position incumbents must have some knowledge of the use of technology in a library setting and may be designated as the primary contact or the backup for the library's technology activities.

This employee reports to either the Public Services Librarian Manager

Work Schedule will include evenings and weekends including Sundays

DUTIES INCLUDE BUT NOT LIMITED TO:

INFORMATION DESK RESPONSIBILITIES:

Provides assistance to McKinley Memorial Library users of all ages

Provides reader's advisory services to McKinley Memorial Library users

Pulls library materials from the library's collection that are to be interlibrary loaned

Provides assistance to the library users with the public computers, the OPACS, the printers, the copy machine and the computer reservation system when needed

Assists at the Circulation Desk if needed

Shelves library materials

Responsible for registering individuals for library programs and governmental programs such as voter registration

Pulls library materials to fill internal requests and CLEVNET requests.

Participates in developing content for the library's website and continually checks the accuracy of the links.

Responsible for any library digitization projects that the library undertakes

Keeps current on professional issues and trends through continuing education activities, professional literature and professional networking activities

ADULT CHILDREN'S AND YOUNG ADULT SERVICES RESPONSIBILITIES

Assists in planning and implementing programming for preschools, schools, community groups, etc. in either a library setting or at a preschool, school or community setting

Assists in promoting the library collection through book displays, bibliographies etc.

Assists in working with preschools, schools, community groups, etc. either in a library setting or at a preschool, school or community setting

Speaking to groups about the library when requested

SELECTION AND COLLECTION DEVELOPMENT AREAS:

Assists in the selection of library of library materials in the following formats for adults, children and young adults in the areas assigned: books, magazines, electronic format, computer software, CD-ROMS and other formats

Assists in the selection of library materials and artifacts for the McKinley Collection

The responsibility for collection development of the library materials collection and the McKinley collection in the areas assigned.

The responsibility for weeding the library materials collection in the areas assigned

Participation in the inventory process including shelf reading, scanning, producing needed reports, searching the library collection and the circulation database for missing library materials and assisting with the final compilation of data

MCKINLEY RESPONSIBILITIES:

Serves as the William McKinley specialist under supervision

Responds to information requests about William McKinley Memorial Library

Conducts tours of the McKinley Birthplace Home and the Museum

TECHNOLOGY RESPONSIBILITIES:

May be responsible for the library's technology activities as either the primary contact person or acts as the backup

Conducts computer related classes for the public

May be responsible for the operation of the library's telephone system

Either acts as the library's webmaster or may be designated as the library's backup webmaster

Responsible for inputting content onto the library's web page in the position incumbent's area of responsibility

DEPARTMENT JOB DUTIES:

The position incumbents will be responsible for recommending and writing library policies and procedures when requested.

The position incumbents will be responsible for implementing library policies and procedures.

The position incumbents will be responsible for monitoring and requesting supplies in the position incumbent's assigned job duties.

The position incumbents will be responsible for initiating equipment purchase requests in the position incumbent's assigned area of job responsibilities.

The position incumbents will be responsible for the budget areas assigned by their supervisor.

The position incumbents will be responsible for providing materials on departmental activities for the library's website, the library's newsletter and the local media in both print and non print when assigned.

The position incumbents will be responsible for statistical reports when assigned.

The position incumbents will be responsible for reports in oral and written form when requested.

OTHER JOB DUTIES:

The position incumbent will do other job duties as needed.

KNOWLEDGE SKILLS AND ABILITIES:

The ability to work with adults, children, young adults, and senior citizens in a public setting

The ability to use independent judgment in applying library polices and procedures

The ability to follow written and oral instructions

The ability to communicate effectively both in written and oral format with library users, the general public, museum visitors and staff

The skill and ability to select library materials

The knowledge and principles of library science

The knowledge and principles of museum work

The ability to learn and follow precisely on-line computer system operation procedures

The knowledge of computer software and experience in using a wide variety of computer programs and applications

Accurate and neat work habits

The ability to lift fifty pounds and climb stairs

Must possess a valid driver's license and/or have transportation as needed

QUALIFICATIONS:

A Bachelor's Degree is preferred. An Associates Degree with considerable library experience will be considered.

Board approved 8.11.14