



## Position Description

<b>Job Title</b>	Librarian I - Community Library Liaison
<b>Department</b>	Library
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

### Scope of Work

This position focuses on increasing communication between the Waukesha Public Library and the School District of Waukesha, and providing additional educational opportunities for children, teachers and parents through shared resources, digital access and outreach services within the policies set by the Library Board and under the general direction of a Librarian II or the Library Director.

### Supervision

<b>Received</b>	Librarian II
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Collaborative position between the School District of Waukesha and the Waukesha Public Library. Works half time at each location.

- Represents the public and school libraries in the community.
- Promotes public library access to traditional and digital resources across many platforms, including, but not limited to databases, audio, e-books, periodicals and multicultural resources. Researches online resources to eliminate redundancy for shared cost savings.

- Increases opportunities for students to acquire public library cards, growing the number of digital resources available to families, with emphasis on underserved and diverse populations, while promoting access for home usage.
- Expands opportunities to access school library resources during evening or summer hours.
- Assists teachers in acquiring shared resources. Delivers materials from Library to schools or School District Building.
- Improves and supports communication that complements current curricular needs between the two organizations, leading to higher student achievement.
- Increases awareness among students, parents, and teachers about digital and traditional resources available through the schools and the Library.
- Engages students to prevent “summer slide” by promoting and supporting the Library’s Summer Reading Program.
- Provides book talks and presentations that promote shared resources.

### **Other Job Functions**

- Attends meetings and conferences as appropriate to keep abreast of developments in the library field.
- Assists the Department Manager with on-the-job training to other staff members.
- Performs related duties as assigned.

### **Requirements of Work**

Graduation from an accredited college or university with a Master’s Degree in Library Science or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Library and information science.</li> <li>• Library organization and procedures as they apply to public and school library administration.</li> <li>• Information resources available from other libraries, the library system and other sources in the community, county and state.</li> <li>• Knowledge of print and non-print resources.</li> <li>• The use of general office equipment, including computers and related software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Interpret statistical data, analyze information and evaluate programs.</li> <li>• Prepare clear and concise reports and recommendations.</li> <li>• Establish and maintain effective working relationships with, community groups, employees and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Public relations.</li> <li>• Organization and attention to detail.</li> <li>• Analytical and problem solving skills.</li> </ul>

<b>Necessary Special Requirements</b>
None
<b>Physical Demands</b>
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"><li>• Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.</li><li>• Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.</li><li>• While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.</li><li>• The employee is occasionally required to bend, stoop, kneel, crouch, or crawl</li><li>• The employee must occasionally lift and/or move up to 50 pounds.</li></ul>