



Position Description

Job Title	Librarian I
Department	Library
Employment Status	Full time or Part Time
Exempt/Non-Exempt Status	Exempt

Scope of Work

Under the general direction of Public Services, Materials Collection or Community Engagement, this professional position performs public service reference and readers' advisory assistance, collection development, and programming and outreach in an assigned area of the Library, according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals.

Supervision

Received	Public Services Manager, Materials Collection Manager, or Community Engagement Manager
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Exercised	None
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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. **It is the Library's expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our patrons.**

Public Services:

- Provides consistent, courteous, and responsive service to all internal and external contacts, adhering to the Library's core service values
- Assists patrons of all ages in their use of the library at the any public service desk.

- Researches and provides answers to reference questions, including those of a difficult or involved nature. Questions may be received and responded to in person, by phone or electronically.
- Provides readers' advisory services for children, teens and adults.
- Uses interlibrary loan or other appropriate referrals to aid and direct patrons.
- Ensures compliance with relevant laws and regulations including copyright in connection with use of library materials and resources. Maintains the confidentiality of library records.
- Instructs patrons, individually or in classroom settings, in the use of the public access catalog, websites, reference sources, databases and general technology use.
- Writes reports and maintains detailed and accurate statistics.
- May train and supervise clerical, paraprofessional and subordinate professionals in specific tasks and/or lead projects.
- Stays current with public service trends and developments by reviewing publications, taking professional development classes and attending professional conferences

Materials Collection Services:

- Participates in the selection of Library materials within assigned collection development areas, including evaluating materials for inclusion in the collection and making decisions about replacing or withdrawing print and non-print materials.
- Continuously develops a strong knowledge of the library collection and materials, its strengths and weaknesses and how to find items using the best access methods in assigned areas.
- Produces copy and original cataloging for print and non-print, audio-visual and internet materials in the Library's integrated library system and in OCLC.
- Helps maintain the integrity of the CAFE shared database of library materials; verifies accuracy of information and updates records as needed.
- Assists the acquisitions staff in ensuring accurate and expeditious public access to materials.
- Performs specialized functions such as documenting cataloging practices and procedures and implementing reclassification.
- Replaces damaged library materials and updates records.
- Writes reports and maintains detailed and accurate statistics.
- Stays current with collection development trends by reviewing publications, taking professional development classes and attending professional conferences.
- May train and supervise clerical, paraprofessional and subordinate professionals in specific tasks and/or lead projects.
- In their absence, may serve as backup to the Material Collections Services Manager.

Community Engagement Services:

- Develops and presents Library-wide programs and events, both internal and external, for children, parents, caregivers, teens and adult groups; including summer reading programs, story times, book discussions, Waukesha Reads, class visits, and group tours.
- Participates in providing outreach services to the community; including programs and events that foster community engagement. Evaluates programs and outreach opportunities using quantitative and qualitative data and makes changes to improve the quality, effectiveness or efficiency of program activities or Outreach.
- Ensures that inclusive and equitable practices are in place that ensures all are welcome in the Library.

- Cultivates partnerships, both internal and external to provide the best services to the community. Builds deeper relationships with communities that are typically underserved, underrepresented and underrecognized.
- Promotes awareness of library resources, library services, programs and learning opportunities. Promotes interest in the library as a community resource by visiting and speaking to school, civic, cultural, and social organizations.
- Encourages community conversations that helps develop a thorough understanding of community needs and future aspirations from diverse stakeholders.
- Collaborates with the school district in providing resources and services for teachers, children and their caregivers.
- Plans and presents educational workshops and tours for special groups, classes and staff.
- In their absence, may serve as backup to the Community Engagement Manager.
- May train and supervise clerical, paraprofessional and subordinate professionals in specific tasks and/or lead projects.
- Stays current with library programming trends and developments by reviewing publications, taking professional development classes and attending professional conferences.

Other Job Functions

- Attends meetings and conferences as appropriate to keep abreast of developments in the library field.
- May serve on committees within the Library, the Bridges Library System, and the state. Represents the Library in the community.
- 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:

Knowledge of	<ul style="list-style-type: none"> • Library and information science. • Children's, teen and adult literature and readers' advisory resources. • Information resources available from other libraries, the library system and other sources in the community, county and state. • Current cataloging practices. • The use of general office equipment, including computers and related software.
Ability to	<ul style="list-style-type: none"> • Interpret statistical data, analyze information and evaluate programs. • Respond to the needs and interests of all library patrons. • Prepare clear and concise reports and recommendations. • Establish and maintain effective working relationships with library trustees, elected officials, community groups, employees and the general public.
Skill in	<ul style="list-style-type: none"> • Listening, oral and written communications. • Public relations. • Organization and attention to detail. • Analytical and problem-solving skills.

Necessary Special Requirements
None
Physical Demands
<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">• Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.• Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.• 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.• The employee is occasionally required to bend, stoop, kneel, crouch, or crawl• The employee must occasionally lift and/or move up to 50 pounds.