CITY OF WOODSTOCK
JOB DESCRIPTION

Title:	**Librarian (MLS)**	Employee Group:	Non-represented
Department:	Library	Pay Grade:	I
Reports To:	Library Director	FLSA Status:	Exempt
Revision Date:			

POSITION SUMMARY

This MLS position is responsible to assist patrons in locating and using materials/information; provide information, reference and programmatic services for assigned program area; and implement and/or maintain library resources and services. The work is performed under the direction of the Library Director.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.

1. Assists patrons in locating and using library resources in-person and by telephone and via email. Determines patron's information needs.
2. Processes patron requests for materials from local collection and interlibrary loans.
3. Performs reader's advisory services for patrons.
4. Teaches patrons to use on-line computer catalogs, on-line databases and the Internet. Troubleshoots equipment operating malfunctions and performs minor repairs.
5. Assists patrons with the Local History Collection, in both digital and physical formats.
6. Recommends new books and other materials for acquisition from reviews or to fill gaps in the collection. Weeds older materials in specific subject areas as needed.
7. Coordinates focused literacy programs. Orders age appropriate literacy materials. Recruits and oversees literacy tutors.
8. Plans programs for target audiences such as home bound, in accordance with department methodologies and goals. Coordinates materials, props, equipment and activities. Participates in programs as a storyteller, actor, instructor, facilitator or presenter.
9. Develops relationships with community resources to plan collaborative and complementary programs in order to maximize interest and access to library resources.
10. Compiles program statistics, prepares reports, maintains program data and performs other administrative duties.
11. Assists in the training of new employees and volunteers; may supervise work of others for special projects as assigned by the supervisor.
12. Provides mentorship to volunteers.
13. Coordinates library surveys, including staff training and related reports.

14. Performs special projects as assigned.
15. Processes in-coming mail and checks in periodicals.
16. Monitors patron behavior and ensures an orderly environment. Explains library policies and procedures.
17. Performs circulation desk tasks as needed. Checks material in and out, registers patrons, processes overdue materials and renews library cards.
18. Shelves materials, as needed.
19. Prepares library for opening and closing.
20. Performs other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Master's Degree in Library Science. .

PREFERRED QUALIFICATIONS

- Minimum of two (2) years library experience
- Proficiency in Spanish language skills
- Experience managing social media platforms.

REQUIRED JOB COMPETENCIES

1. Knowledge of library principles as it pertains to the position.
2. Knowledge of administrative policies and procedures of the City.
3. Knowledge of cataloging procedures, standards and specialized reference sources (Level II)
4. Ability to establish and maintain accurate records of assigned activities and operations.
5. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State and local regulations.
6. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to think quickly, maintain self-control and adapt to stressful situations.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
11. Ability to perform mathematical calculations required of this position.
12. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.
15. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
16. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
17. Ability to handle sensitive interpersonal situations calmly and tactfully.
18. Ability to maintain professionalism at all times.

19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of the open records act and other applicable State and Federal statutes and regulations.
21. Ability to work the allocated hours of the position and respond after hours as needed.

MINIMUM PHYSICAL QUALIFICATIONS AND WORK ENVIRONMENT

The physical and work environment characteristics outlined in this job description are representative of those minimum physical requirements necessary and the conditions an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor and/or Human Resources.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting.

Nothing in this job description shall limit management's right to assign or reassign duties and responsibilities to this job at any time for any reason. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.