



Canton Public Library Job Posting June 12, 2019

Job Title: Librarian – Adult
Starting Wage: \$24.05 – \$29.00 per hour
Scheduled Hours: Twenty (20) hours per week
Benefits: Prorated: Vacation time, sick time and holidays

Apply to: Marian Nicholson, Department Head – Business Services
Email: nicholsonm@cantonpl.org

Application Deadline: 9:00 pm on Wednesday, June 26, 2019

Only complete application packets (which include a current CPL [application form](#), resume and cover letter) received or postmarked by 9:00 pm on Wednesday, June 26, 2019 will be considered. **Incomplete application packets will not be reviewed.**

POSITION SUMMARY

Under the direct supervision of the Librarian Manager, the Librarian is responsible for providing reference, readers' advisory, roving, programming, and collection development services to the public. The nature of the work requires daytime, evening, and weekend hours.

Regular part time positions are classified as non-exempt from overtime under FLSA guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provides Reference, Readers' Advisory, and Roving services to the public.
 - Accurately and efficiently answers patron questions in various forms.
 - Assists and trains patrons in the navigation of the library website and the library's online services.
 - Assists patrons with self-checkout stations and other library equipment.
 - Responds to patron questions regarding their library account, including holds, interlibrary loan, program registration, and account issues, following established policies and procedures to select appropriate solutions and communicate options to the patron.
 - Demonstrates and troubleshoots the use of equipment, PCs, and related software as needed.
 - Locates and retrieves library materials requested by patrons according to established procedures.
 - Performs reader's advisory by suggesting age-appropriate materials to patrons.
 - Maintains neat and orderly library appearance.
 - Assists at all public service desks as needed.
 - Assists with checkout, check-in, and shelving functions as needed, following established guidelines and procedures.
 - Greets and assists patrons throughout the entire library, assessing patron needs and referring as needed.



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- Refers patron queries and issues beyond the Librarian's scope of authority to library administration.
- Researches, plans and presents programs and develops outreach and partnership opportunities that meet the needs of the community as outlined in the Strategic Plan or in response to patron demand.
 - Proposes programs to the Program Librarian.
 - Completes paperwork associated with programming, following established procedures.
 - Sets up and cleans up for programs.
 - Works collaboratively with community entities and partners as a representative of the library.
- Selects, develops, and maintains collections as assigned by the Collections Development Specialist.
 - Reviews, updates, and revises Collection Development Plan for assigned collection areas.
 - Maintains assigned collections according to established standards.
 - Makes budget recommendations for assigned collections to the Collections Development Specialist and stays within approved budget.
 - Selects materials for assigned collections and orders according to established procedures.
 - Makes recommendations to the Collections Development Specialist to establish new collections, or end collections that no longer meet the needs of the community.
 - Prepares displays as assigned.
- Other Duties and Responsibilities
 - Provides training, mentoring, and guidance to interns, practicum students, colleagues, and volunteers as assigned.
 - Compiles, reviews, and/or interprets statistical data.
 - Participates in the development of long- and short-term plans for the department and the organization.
 - Independently or with others researches, recommends, implements and monitors projects as assigned.
 - Serves on workgroups/committees and participates in initiatives as assigned, both within the library and with outside entities, partners, or associations.
 - Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.
 - May act as Librarian-in-Charge in the absence of library administration.
 - Enforces library policies using a polite and professional approach.
 - Ensures building security after library closing (check doors, clear the building and set alarm) in the absence of Building Monitor, as necessary.
 - Writes detailed, clear and concise incident reports, obtaining case numbers in the event of police involvement.
 - Accepts special assignments or duties in support of the library's goals and objectives.

REQUIRED QUALIFICATIONS AND SKILLS

- Master's Degree from an ALA-accredited library science program.
- One year of experience in a customer service environment.
- Working knowledge of common computer applications, including Microsoft Office and the Internet.
- Punctuality and dependability.
- Consistent display of public service attitude that reflects the library's values.



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- Ability to complete special projects while maintaining routine duties.
- Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Ability to effectively exercise initiative and independent judgment, and assume responsibility without close supervision.
- Ability to maintain a calm atmosphere, ensure safety, and respond to emergencies.
- Ability to persuade, negotiate and resolve conflict.
- Ability to work independently to analyze and evaluate current library services, programs and practices and to revise and develop programs and services as needed to respond to patron needs
- Ability to work with patrons of varied backgrounds, ages, and abilities.
- Demonstrated ability to translate methods used in other libraries and industries to suit the needs of the library.
- Written and verbal communication skills at the level typically acquired with the completion of a Master's degree.

PREFERRED QUALIFICATIONS

- Coursework related to area of focus/department.
- Prior professional experience in a public library.

ESSENTIAL PHYSICAL FUNCTIONS

- Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The library reserves the right to revise this job description at its discretion.

The Canton Public Library is an EEO employer.