

# EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION

ESTABLISHED: November 21, 1989

TITLE: Managing Librarian

Reviewed/Revised: 4/14/15, 8/20/19

SECTION: Adult Services

## Summary:

As part of the administrative support team, and under the general direction of the Director, responsible for the implementation of adult reference and information services, interlibrary loan, outreach, adult social media and webpage content, and the development of the adult reference, non-fiction, music, electronic resources, periodicals and paperback collections. Major areas of responsibility include promotion and liaison with other community organizations serving adults and special needs groups; application of professional knowledge and techniques to problems encountered; planning; development of programs and procedures; supervising the activities of other staff members involved in the Adult Services area, temporary help as assigned and volunteers. Employee has responsibility for building, personnel, and patrons when she/he is top rank person on duty.

## DUTIES/EXAMPLES OF WORK

### ORGANIZING AND PROVIDING REFERENCE/INFORMATION AND INTERLIBRARY LOAN SERVICES (50%)

1. Serves as in-house resource and authority on matters of information/material requests and Adult Section policies and procedures.
2. Responsible for the training and performance of all Adult Information desk personnel, to include other Librarian Managers, and interlibrary loan staff.
3. Conducts face to face, telephone, or e-mail reference interviews to establish precise information needs of library patrons.
4. Creates schedules of Adult Information Desk coverage incorporating other staff and professional librarians.
5. Provides staff training and resources for Readers Advisory service to the public.
6. Supervises and participates in the interlibrary loan process to provide access to information and materials outside of the ERMPL collection.
7. Responsible for room and display booking system.

### PROMOTING OUTREACH SERVICES (20%)

8. Works with and acts as liaison to a variety of community groups.
9. Seeks technological and procedural methods to upgrade information access.
10. Provides special information packaging, such as bibliographies, deposit collections, displays, community programming and outreach services.
11. Conducts tours, presentations, and bibliographic instruction for school and community groups.

12. Assists Programming and Volunteer Coordinator with planning and promoting special events programming.
13. Oversees Homebound Delivery service.
14. Prepares and releases informational and promotional materials and announcements.

#### DEVELOPING AND MANAGING COLLECTIONS (20%)

15. Through regular study of standard library review sources, determines the materials to be purchased.
16. Responsible for budgets assigned.
17. Selects all adult non-fiction, reference, periodicals, paperbacks, music CDs, electronic resources and ephemeral materials.
18. Develops criteria for and oversees the removal of materials that are outdated, no longer required by our patrons, or damaged.
19. Develops special collections in response to public need.

#### OTHER (10%)

20. Performs other related and assigned duties as required.

### KNOWLEDGE AND ABILITIES

1. Thorough knowledge of adult and reference materials and current trends in the field.
2. Knowledge of professional library theory.
3. Good written and verbal communication skills; initiative; dependability; tact and courtesy; sound professional judgment.
4. Ability to direct the work of others.
5. Knowledge of and ability to use personal computers, Internet resources, integrated library system, social media, mobile devices and familiarity with word processing, database, and spread sheet programs, local area networks, Worldcat, and current library databases.
6. Ability to learn and utilize proper operating techniques for library equipment.
7. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education.

### PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping
2. Bending/twisting and reaching.
3. Talking and hearing; use of telephone.
4. Far vision at 20 feet or farther, and near vision at 20 inches or less.
5. Lifting, carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.
9. Mobility: travel to meetings outside library.

### MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.

2. **Problem-Solving Skills:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
3. **Communication Skills:** Effectively communicates ideas and information both in written and oral form.
4. **Reading Ability:** Effectively read and understand information contained in memorandums, reports and bulletins, etc.
5. **Creative Decision-Making:** Effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
6. **Ability to Comprehend and Follow Instructions:** To follow instructions from Supervisor, verbally and in written form.
7. **Mathematical Ability:** Calculate basic arithmetic problems, (addition, subtraction, multiplication and division) without the aid of a calculator.
8. **Time Management:** Set priorities in order to meet assignment deadlines.
9. **Ability to use computer software and manage computerized files.**

### ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.
2. Flexible work hours; frequent evening and weekend hours.

### EQUIPMENT USED

Keyboard, calculator, copy machine, cash register, telephone, fax machine, microfilm/fiche reader/printers, audiovisual equipment, personal computer, receipt printer, collection security system, vacuum cleaner, other equipment as technology advances.

### EDUCATION AND EXPERIENCE

1. A Master's Degree in Library and Information Science from a school accredited by the American Library Association with emphasis on course work in reference/information and adult services.
2. Two to four years experience in a library with two years in adult services including reference and information services.
3. After hiring, employee will be required to obtain and maintain Certification as a Grade 1 Public Librarian from the WI Department of Public Instruction, Division for Libraries and Technology.