



LIBRARY SPECIALIST

Department:	Library	Revised Date:	January 2020
-------------	----------------	---------------	---------------------

GENERAL PURPOSE: Under general supervision of the Library Supervisor, the Library Specialist plans, coordinates, and provides experienced patron and technical support in the provision of library, programs, materials, and customer services. This is a frontline position responsible for catalog/library materials maintenance, knowledge of technical functions using library systems, marketing and promoting the library, development and implementation of library programs and services.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other divisional positions as needed.*

- Assists patrons with computer usage and reference questions; searches files and indexes to assist customers with research; issues library cards and updates records; checks library materials in and out, processes old and damaged materials, and updates bibliographic records; assists with administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority; performs technical support activities for library computer systems as directed; explains library services, policies and procedures; maintains records, archives and files; gathers and compiles data for ongoing library records and reports.
- Performs library loan functions; searches, identifies, and retrieves materials requested by patrons, and materials requested by other libraries; searches online database to find and request materials; manages receipt and delivery of books and materials, and maintains transactional statistics.
- Oversees collection development and maintains current collection; orders, receives and/or catalogues books and other media and materials to national and Yavapai Library Network standards. Researches, identifies and resolves problems with cataloged records and processed materials; prepares library materials for circulation; corrects file records and makes minor repairs to library materials.
- Plans, develops, coordinates, supervises, and promotes library programs, events and services to meet the educational, informational and recreational needs in the community; organizes, supervises and implements special activities and community events; conducts community outreach programs to promote library programs and events.
- Represents the Library at regional advisory committee meetings.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Provides direction and training to Library Clerks, Aides, and volunteers.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in a relevant field AND three years' experience working in a library or customer service position; OR an equivalent combination of education and experience. Master's degree in Library and Information Science or Library Practitioners Certification is desirable.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library operations, methods for developing and maintaining library collections and research techniques.
- Dewey Decimal System of classification and standard library cataloging conventions.
- Techniques and protocols for researching online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service, procedures, standards and protocols.
- Arizona Revised Statutes governing patron privacy, access, and behavior in the library.

Skill in:

- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Performing clerical library support functions.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an active library environment; requires concentration on details with frequent interruption.
- Frequently required to reach using fingers, hands and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, knee, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lift or carry up to 25 pounds.

This 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 Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 26