

TITLE: Public Services Librarian

LIB/1-516

DEPARTMENT: Library, Fayette County

JOB SUMMARY: This position is responsible for providing assistance to the community through the effective use of the principles, practices, and philosophy of public library work. An incumbent in this position may be designated "Senior Public Services Librarian."

MAJOR DUTIES:

- o Oversees the maintenance of collection development to ensure that the patrons of the library have access to current, informative, and relevant materials; orders new books for the collection; evaluates and weeds collection; straightens shelves; maintains and updates the library's standing order plan; orders replacements for materials that are damaged or lost; remains aware of upcoming releases and library trends; corrects mistakes on collection items.
- o Supervises library assistants, pages and volunteers; serves as liaison to community organizations; resolves problems and concerns; gathers and prepares statistical reports; initiates maintenance and repair activities as needed; develops grants; provides input for the library five year plan.
- o Plans, organizes, and implements public programs for adults, including author visits, book signings, and educational programs.
- o Plans, organizes, and develops youth and children's programming.
- o Conducts reference workshops for library patrons.
- o Responds to the informational needs of the patrons; answers reader's advisory questions; answers reference questions.
- o Implements circulation procedures; checks materials in and out; places materials on hold; answers telephone; renews materials; collects money for fines; issues library cards; assists patrons to locate material.
- o Instructs students in the Educational Learning Lab.
- o Oversees acquisitions, processing, cataloging, and the withdrawal of library materials and giftbooks.
- o Develops, promotes, and implements library programs.
- o Ensures that inter-library loan materials are delivered in a timely manner; packages materials being sent to other libraries; unpacks materials delivered to library; checks in related materials; notifies patrons when materials arrive.

- o Assists patrons with public access computers.
- o Retrieves books from outside book returns.
- o Attends professional conferences and other training and networking opportunities.
- o Arranges library tours.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of collection development principles.
- o Knowledge of available resources for program content.
- o Knowledge of popular fiction and nonfiction titles, including new titles and reviews.
- o Knowledge of library programming principles.
- o Skill in the supervision and training of personnel.
- o Skill in the use of computers and job related software programs.
- o Skill in grant application and administration procedures.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Library Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include library policies and procedures, the county personnel handbook, American Library Association guidelines, Georgia Public Service guidelines, and sample guidelines, policies, and procedures from similar institutions. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative, supervisory, and technical librarian duties. Rapid technological changes contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform administrative and customer service duties. Success in this position contributes to the effective provision of library services.

PERSONAL CONTACTS: Contacts are typically with co-workers, members of the general public, volunteers, members of the Library Board, members of the news media, and vendors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects.

WORK ENVIRONMENT: The work is typically performed in library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Ability to obtain a valid Georgia State Board Certification of Librarians Professional Graduate Certificate (Grade 5) within 1 year of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work

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under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of a master's degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.