

**SPRING LAKE DISTRICT LIBRARY
JOB DESCRIPTION**

REFERENCE LIBRARIAN - PROGRAMMING

Supervised by: Library Services Manager
Supervises: Occasional Leader

Position Summary:

Under the supervision of the Library Services Manager, this librarian manages and oversees the library collections and materials, performing a variety of related library and patron support services. This includes library collection development, reference desk duties, public and staff training opportunities and assisting with public outreach.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Work with library materials selection and collection management and development tools. Provides reference and research services ranging from assisting patrons with locating related materials and resources to conducting independent research for patrons specialized needs.
2. Assist with development of library programming and implementation. Manages and implements displays and other marketing tasks as needed in coordination with other library staff. May initiate and maintain community contacts.
3. Assume responsibility for library operations as needed. Explains the use of library facilities, equipment, services, and resources, and library policies and procedures as necessary.
4. Make recommendations on policies and enforces policies. Instructs staff on technical support of equipment and library emergency procedures.
5. Participate in short- and long-range planning and assists with implementation of plans.
6. Work at the public services desks performing the full scope of reference and reader's advisory duties as well as providing circulation desk support as needed.
7. Serve on committees concerning the planning, development, and expansion of library services.
8. Engage in regular professional development.
9. Perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Master's degree in information or library science from an American Library Association accredited library school.
- One or more years of progressively more responsible experience working in a public library required.
- Working knowledge of the principles, methods and practices of public library operations required.
- Proficient with Microsoft Office Suite and desktop publishing software. This includes using various web-based platforms, including social media sites and website management software.
- Working knowledge of public library computer hardware and software required.
- Working knowledge of basic reference resources, both print and digital.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain courteous and effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, library staff, community groups and others.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to work occasional weekends.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally travel to other sites, and may need to lift and/or move items of light weight. The noise level in the work environment is usually quiet to moderate.