



City of Casa Grande

Librarian

GENERAL PURPOSE: Under general supervision, develops and maintains an appropriate library collection and supplemental programs to promote the library and its services to meet the needs of the community.

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.*

- Reviews and evaluates library materials, and recommends the purchase of new books and materials for library collection; processes book orders; assesses collection and recommends the removal of books and other resources that are no longer appropriate for the collection.
- Assists patrons with selection and use of library materials; instructs patrons in the use of library reference tools, on-line computer catalogs, electronic databases and other resources;
- Performs professional library research services using specialized databases, Internet services and Inter-library loan resources; organizes reference services activities.
- Plans, develops, coordinates, promotes, presents and supervises various library programs.
- Monitors and reviews trends in library practices and functions and recommends operational and policy improvements.
- Conducts public relations functions and attends community events; provides tours of library facilities and makes presentations on services available; plans, organizes and implements outreach programs for community; prepares press releases and speaks to community groups and schools; develops and distributes marketing materials.
- Receives and evaluates book donations and other materials from public.
- Resolves customer service issues; interprets and explains library policies, procedures, rules and regulations to staff; trains and coaches staff.
- Prepares and reviews statistical and analytical reports of library activities, operations and procedures; gathers and compiles data for reports.
- Provides information and interpretation concerning library services, policies and procedures.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Library staff as assigned.

JOB DESCRIPTION
Librarian.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

A Master's degree in library science from an American Library Association (ALA) accredited college or university and two (2) years of professional experience in a public library.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of library organization, procedures, terminology, practices and trends.
- Knowledge of principles and practices of cataloging books and materials under Dewey decimal system.
- Knowledge of the principles and practices of managing a library collection.
- Knowledge of the AACR2 and MARC Cataloging Rules.
- Knowledge of the principles of record keeping and records management.

- Skill in making oral presentations and promoting library services.
- Skill developing, coordinating and conducting library programs and activities.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in researching library computer systems and catalogs.
- Skill in providing effective customer service with tact and courtesy.
- Skill in establishing and maintaining cooperative working relationships with employees and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: None.

Physical Demands / Work Environment: Work is performed in a Public Library. Must be able to lift or move objects up to 50 pounds.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.