

Crystal Lake Public Library

Position Title: Librarian
Reports To: Head of Department (Adult, Youth)
Department: Adult, Youth
Status: Exempt
(Supervisory, as assigned)

Job Summary:

The Librarian conducts reference interviews and assists patrons; performs collection development activities; plans, develops, directs and implements programs and services. Assists with supervising department staff as appropriate. Functions as a Building Supervisor.

Essential Functions:

1. Conducts reference interviews; performs reference and readers' advisory functions; develops and maintains written and visual aids to enhance patron services
2. Demonstrates, instructs, and assists patrons with use of Library resources
3. Keeps up-to-date with pertinent youth, teen, and adult library trends and materials; reads appropriate professional literature
4. Performs collection development activities and provides input on budget; advises Technical and Automation Services regarding subject headings, cataloging, and placement of items for maximum accessibility
5. Functions as team leader to department staff, as appropriate
6. Maintains order in the department; participates in all department tasks, on any level, as needed; assists with staff training
7. Assists in planning and implementing Library activities, programs, events, displays and services; functions as an advocate for programs, services, and materials, as appropriate
8. Performs liaison functions with community, schools, organizations, and agencies, as appropriate; participates in community and public relations activities, as requested
9. Observes and advises Department Head of physical conditions of department and action needed; maintains equipment, as needed; monitors and requisitions supplies
10. Performs special projects, including but not limited to writing reports
11. Provides input to Department Head on procedures and service matters
12. Attends and participates in Crystal Lake Public Library meetings and committees; participates in appropriate job-related meetings; attends relevant continuing education events
13. Performs other related duties as assigned or required

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Education, Experience, and Knowledge:

Masters of Library Science degree from an ALA-accredited graduate school required. Minimum one year customer service experience required. Public library experience preferred. Advanced knowledge of print, non-print, and electronic resources and services. Knowledge of Dewey Decimal Classification and Library of Congress Subject Headings. Basic knowledge of word processing, e-mail, PCs, working in a networked computer environment, and integrated library systems; advanced knowledge of Internet searching.

Skills and Abilities:

- Interpersonal, public relations, problem solving, troubleshooting skills
- Decision making and conflict resolution skills
- Excellent verbal and written communication skills; listening skills
- Ability to operate the following equipment: computer, copier, printers, telephone
- Ability to work effectively with a variety of people; interest in assisting people of all ages
- Ability to coordinate, instruct others
- Ability to manage multiple projects simultaneously
- Ability to handle variety and change
- Ability to travel locally

Physical Demands/Work Environment:

While performing the duties of this job, the employee is required to intermittently stand, sit, and walk. The position requires the ability to talk and hear. Specific vision abilities required by this job include close and far vision, and the ability to adjust focus. The position requires the ability to use hands to finger, handle and/or feel equipment and objects; and reach with hands and arms. Occasional bending, stooping, and climbing are required.

The employee must occasionally lift up to 25 pounds and push or pull up to 150 pounds. This job is performed in a typical office environment.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.