

Crystal Lake Public Library

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

Job Summary:

The Librarian conducts patron interviews and assists patrons; performs collection development activities; plans, develops, directs and implements programs and services. Supervises department staff as appropriate. Also functions as a Building Supervisor.

Essential Functions:

1. Conducts reference interviews; performs reference and readers' advisory functions; develops and maintains written and visual aides to enhance patron services
2. Demonstrates, instructs, and assists patrons with use of library resources
3. 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
4. Assists with the selection, training, supervision, scheduling, and discipline of department personnel, as assigned; monitors and provides input on portions of personnel budget, as assigned
5. Maintains order in the Department; participates in all department tasks, on any level, as needed; functions as a Building Supervisor; functions as person "in charge" of department, as assigned; assists with staff training
6. Assists in planning and implementing library activities, programs, events, displays and services; functions as an advocate for programs, services, and materials, as appropriate
7. Performs liaison functions with community, schools, organizations, and agencies, as appropriate; participates in community and public relations activities, as requested
8. Observes and advises Department Head of physical conditions of Department and action needed; maintains equipment, as needed; monitors and requisitions supplies
9. Writes reports; participates in Crystal Lake Public Library committees
10. Provides input to Department Head on policy and service matters
11. Belongs to and participates in local, state, and national library associations; attends relevant professional, library and community meetings
12. Assists with set up and take down of meeting rooms and equipment, as needed

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Education:

M.L.S. from ALA accredited graduate school required. Experience and training in public libraries and working with the public desirable. Knowledge of print, non-print, and electronic resources and services.

Special Functional Requirements:

1. Strong written and verbal communication skills; listening skills
2. Skills with library equipment
3. Interpersonal and public relations skills
4. Computer Skills
5. Organizational skills
6. Instructional/teaching skills
7. Valid driver's license

Physical Capacities:

1. Intermittent sitting, standing, walking
2. Bending, stooping, climbing
3. Lifting 25 lbs.; pushing, pulling 150 lbs.
4. Reaching, handling, fingering, feeling
5. Vision: near/far
6. Speaking, hearing

Temperament:

Ability to deal with wide variety of people; mentoring, coordinating and instructing others. Ability to manage multiple projects simultaneously. Ability to deal with variety and change.