



Position Description

Position Title: Public Services Librarian	Starting salary: \$16-\$18 per hour, IPERS, insurance, and paid leave
Reports to: Director	Hours: 40 per week
FLSA status: Full-time hourly	Date revised: 1/14/25

Position Summary

The Public Services Librarian provides a wide range of services to the community including readers advisory, adult programming, technical services and reference support, as well as circulation and checkout-related assistance. All professional Librarians are charged with supervisory responsibilities and a library materials selection area. Additionally, the Public Services Librarian trains staff in using the Library's Integrated Library Software (ILS) software, and develops essential front desk procedures and works flows.

Essential Job Duties

- Provides the highest quality service to Library patrons aligned with current Library policies.
- Instructs new employees in circulation and shelving routines. Supports employees in handling front desk transactions.
- Selects new adult fiction based on positive reviews, circulation data, and community interest to develop an attractive, well-used collection.
- De-selects books and other materials which are no longer appropriate for circulation or cannot be repaired; and repairs books and materials when possible.
- Develops, coordinates, and hosts adult programs supportive of the Library's mission.
- Utilizes the library's ILS to maintain accounts, manage circulation of materials, locates holds for patrons, and routinely shelves materials.
- Maintains an awareness of staff absences and coordinates with Director to ensure adequate coverage.
- Maintains various statistics such as daily reference statistics, disposal and/or acquisition statistics, meeting and activity statistics, and federal depository statistics.
- Notifies the Director about public computer issues that require escalation to a credentialed tech support person.
- Performs other duties as assigned or required.

Required Knowledge

- Basic principles and practices of library science.
- Principles and techniques of library materials selection and cataloging.
- Dewey Decimal system, the alphabetical systems of shelving, and computer searching techniques.
- Books, publishing, the book trade, and book review media.
- Basic reference tools and services.
- Reference and circulation processes and procedures. Understanding of different classification schemes for library materials.
- Significant authors, associations and publishers of books and reference sources in the assigned field.
- Project/program planning principles and practices.
- Public and community relations principles and practices.
- Other pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Public library operations, services, and policies.
- Customer service standards and procedures.

Required Skill

- Interacting with people of different social, economic, and ethnic backgrounds.
- Analyzing, evaluating, and selecting appropriate level library materials.
- Finding answers to general reference questions.
- Assisting with the coordination of the development and maintenance of library collections.
- Selecting materials and collections of contemporary significance and of permanent value.
- Library research techniques, including the use of technology.
- Database records management.
- Problem solving and decision-making.
- Program design and development.
- Presenting ideas and concepts orally and in writing.
- Working cooperatively with internal and external customers in a professional, friendly and cooperative manner.
- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library staff, board members, outside agencies, and the general public.

Physical Demands / Work Environment

- Work is performed in a standard library environment.
- Subject to sitting, standing, walking, stair climbing, reaching, and lifting of objects up to 25 pounds.
- Must be able to push/pull library carts and lift/carry library materials.

Minimum Qualifications

- Master of Library Science from an ALA-accredited institution or equivalent work experience.
- At least one (1) year of work experience in a public service environment.
- Experience working in a public library preferred
- Commitment to continuous improvement and self-directed learning.
- Access to regular, reliable transportation to conduct Library business-related tasks.

Hours of Work

Generally 40 hours per week, Monday through Friday, with occasional Saturday shifts. This position may be required to work different hours with minimal notice to meet operational needs.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The Fairfield Public Library reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by the Director. Reasonable accommodations will be provided to enable employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, Fairfield Public Library employees are considered at-will employees. An employee may terminate his/her employment at any time, and the Fairfield Public Library may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the Fairfield Public Library is to be considered "at-will."

Employee Acknowledgment

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____ Date: _____

Director's Signature: _____ Date: _____