



JOB DESCRIPTION

JOB TITLE: Branch Librarian

Full-Time 40 hours per week
Union Position

JOB SUMMARY

Performs professional librarian duties, which include public service, collection development, program development, training and direction to patrons, staff and volunteers; performs related duties as required. On occasion may be required to work at other locations of the Genesee District Library System.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the operations of the branch including responsibilities for implementation and monitoring of all library procedures to meet the needs and interests of patrons. Tasks include, but are not limited to circulation, interloan, technological, reference and all related library procedures.
- Provides direction and supervision to the staff and volunteers assigned to the branch and updates them on new procedures.
- Operates the computerized library system, including all C.D., Internet and other on-line reference services.
- Provides instruction and assistance to patrons on the use of all library services, independently and in a classroom setting.
- Responds to reference questions, or refers the questions to Headquarters when appropriate.
- Handles patron complaints and requests with discretion and good judgement.
- Maintains a well-balanced collection by participating in the book selection process, as needed, and by weeding the collection.
- Develops a thorough working knowledge of all GDL equipment used in the library.
- Communicates and builds strong community bonds by working with local community leaders.

- Tactfully communicates concern about the building and site to the local contact person and the administrative staff to assure proper building maintenance and operation.
- Markets the library by developing and/or assisting with public service oriented programming and press interviews.
- Maintains orderliness in the overall appearance of the branch.
- Prepares and maintains required reports and records using approved formats in a timely fashion.
- Must demonstrate an interest in life-long learning by maintaining an interest in new library services and trends via reading, seminars, workshops, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Master's Degree in Library or Information Science from an American Library Association accredited library school.
- Possession of Level II Professional Librarian Certificate for the State of Michigan within ninety (90) days of hire; must meet requirements for continued renewal of Certificate.

AND

- Superior interpersonal and communication skills, both written and verbal.
- Ability to get along with diverse personalities, tactful, good reasoning abilities and sound judgement.
- General computer proficiency, including knowledge of library software and Microsoft products.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently, sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to fifty (50) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet and work is performed indoors.

SPECIAL REQUIREMENTS

Possession of a valid driver's license and must have insured vehicle for use on Library business.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.