



<b>Position Title:</b>	Reference Department Head/Information Services Librarian
<b>Department:</b>	Flint Memorial Library
<b>Reports to:</b>	Sharon Kelleher, Library Director
<b>Hours:</b>	Full-time (35) hours
<b>Date:</b>	10/31/2019
<b>Salary:</b>	\$41,592 - \$52,627

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### **General Summary:**

Under the general supervision of the Library Director or his/her designee, the Reference Department Head / Information Services Librarian is a professional position responsible for managing the Reference Department operations.

### **Essential Job Functions:**

The Flint Memorial Library seeks an energetic, friendly Information Services Librarian to join our team who will be responsible for ensuring a consistent and positive user experience at the reference desk when dealing with information requests, research, technology, room bookings and genealogy.

Responsibilities include but are not limited to:

- Identify and interpret patron needs; provide reference, readers' advisory, public computer assistance and database and referral services to library patrons.
- Supervise all operations of the Reference Department, promote and deliver exceptional customer service and develop and implement related policies and procedures.
- Maintain and troubleshoot staff and public computer workstations and related equipment, while assisting in developing the library's technology plan.
- Provide evolving technology instruction to patrons.
- Handle regular shifts on the public service desks, collection development, manage print and online resources, as well as assist with local history collection.
- Research and purchase materials for the library collection, including electronic and print resources.
- Oversee budget in assigned collection areas in compliance with budget.
- Develop and implement a consistent weeding plan.
- Create user guides and informational materials spotlighting adult collections, services, and programs.
- Lead staff in reader's advisory services, creating displays and booklist.
- Manage the library website and social media accounts ensuring up-to-date content for all adult service pages and assist other departments as needed.

- Attend consortium and regional meetings to keep current with the latest technologies as they relate to a public library setting.
- Prepare monthly and statistical reports for state reporting and to facilitate maintenance of the library collection.
- In cooperation with other department heads, review and develop policies and procedures for overall library operation to recommend to the Director & Assistant Director.
- Schedule library facilities for use by outside groups, including Activity Room tours and technology set-up.

### **Minimum Requirements:**

- Master's degree in Library Science from an ALA-accredited program
- Three years professional library experience - supervisory experience preferred.
- The drive to assist patrons in a highly patron-centric library environment.
- Excellent communication skills, patience, problem solving, and the ability to work with patrons and staff with varying levels of expertise
- Proficiency with MS Office, social media applications, electronic mailing lists
- Familiarity with website design (including HTML and Wordpress) and graphic design desirable.
- Strong desire to innovate and integrate library resources into the community.

Physical Requirements			
Librarian		2019	
PRIMARY		COGNITIVE AND SENSORY REQUIREMENTS:	
LIFT up to 10 lbs:	Occasionally required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Occasionally required	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Not required.	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Occasionally required.		
CARRY 11 to 25 lbs.:	Occasionally required.		
CARRY 26 to 50 lbs.:	Not required.		
CARRY over 50 lbs.:	Not required.		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Occasionally required
REACH below should height:	Occasionally required.	Bending:	Frequently required
PUSH/PULL:	Frequently required.	Crawling:	Not required.
		Squatting:	Occasionally required
		Kneeling:	Rarely required
DURING AN 7 HOUR DAY, EMPLOYEE IS REQUIRED TO:		Crouching:	Occasionally required
		Climbing:	Rarely required
Consecutive Hours		Balancing:	Not required.
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	HAND MANIPULATION	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
Total Hours		Torquing:	Frequently required
Sit	1 2 3 4 5 6 7 8 - Varies Daily	Fingering:	Frequently required
Stand	2 2 3 4 5 6 7 8 - Varies Daily		
Walk	3 2 3 4 5 6 7 8 - Varies Daily		
Controls and Equipment:	Computer, telephone and copier.		
Work Surfaces:	Standard office desk and chair, computer work station; tile, carpet, cement floor; table; service counter.		