

JOB TITLE:	Librarian II
POSITION TYPE:	Library Service Provider
JOB DESCRIPTION:	Patron Services
REPORTS TO:	Library Director
HOURS:	Part or Full time
BASE PAY:	\$10.00

Purpose

Performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the library, such as copy cataloging, processing and circulation and shelving library materials

DUTIES

The duties for this position include, but are not limited to, the following:

- Provides service at the circulation desk
- Prepares library for opening and/or closing
- Checks materials in and out using computer terminal
- Greets and directs patrons to various locations or locates materials
- Answers the phone
- Registers new patrons on library computer system
- Uses computer terminal to provide information to the public or explains how to use the library's computer system; receives and resolves complaints or refers public to the Director
- Collects and records fines and fees
- Assists supervisors with special projects
- Participates in staff meetings
- Able to discuss ideas for improvement, and keep updated on library plans and activities
- Maintains and organizes displays
- Sorts and shelves library materials
- Empties book drop
- Checks contents of returned items
- Shelf reading
- Shifts collections as necessary
- Assists supervisors with special projects
- Attends continuing education classes as required
- Performs other related duties as required

May Include:

- Search for bibliographic records as a source for MARC records
- Copy cataloging
- Updates holdings information

- Data entry and maintenance of the databases
- Trains other employees and volunteers on computer system operation and library policies and procedures
- Supervise volunteers

SKILLS REQUIRED:

- Filing materials alphabetically and numerically
- Functional in Spelling and Math
- Ability to push and pull loaded book carts
- Ability to bend, stretch and kneel
- Ability to climb on and balance on a kick stool
- Ability to follow verbal and written instructions
- Ability to communicate verbally and in writing with other library staff and the public
- Ability to work without direct supervision
- Understanding and interest in upholding the library's policies including the Library Bill of Rights
- Ability to transport oneself to work related meetings, workshops, conferences
- Must be friendly and polite with the public and other staff
- Ability to use computer applications for record keeping, word processing and communications.

SPECIAL WORKING CONDITIONS

- Work is performed primarily in a library environment while standing at a counter or shelving books for extended periods of time.
- Physical exertion may be required to lift office supplies and library materials from overhead and from the floor
- Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records.

MINIMUM QUALIFICATIONS

- High School diploma, or equivalent, or currently enrolled in high school
- Must be available to work evenings and weekends as required (16 years or older)
- Must agree to library confidentiality policy and other employee policies.
- Word processing and general computer skills
- Must be willing to work with others and be cooperative with all library staff

Adopted by the Orange City Public Library Board of Trustees: 1/2012 Revised: 1/20/2015
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