

Part-Time Public Services Librarian (Non-exempt from the FLSA regulations)

Nature of work:

Under the supervision of the Public Services Assistant Director this part-time professional librarian will assist patrons of all ages from the Public Service desks, and facilitate library programs and events with an emphasis on youth services.

Primary Duties:

1. Provide the following patron services from both the Children's Room Information Desk and the Main Information Desk in person, through email and on the telephone:
 - a. Informational assistance with both the print and electronic resources
 - b. Teach patrons independent use of the OPAC for access in-library use and remote use
 - c. Provide individual reader's advisory assistance and regularly create both reading lists and topical featured material displays
 - d. Provide computer and technical assistance
 - e. Register patrons for classes, proctoring or other library programs
 - f. Process interlibrary loan requests for material outside of MCLINC
2. In the absence of a senior staff member is responsible for the general over-sight regarding staffing, patron services, and facility needs (Professional-in-Charge)
 - a. Properly responds to staff members requesting immediate (within 48 hours) unscheduled time off
 - b. Has authority to schedule staff as needed to maintain minimal staffing guidelines
 - c. Appropriately communicates absences to supervisors and the office manager through email and reflects the time off change in the absent employee's work schedule
 - d. Trouble shoots facility or computer issues affecting patron services
 - e. Uses good judgement to contact the assistant director or public services director off duty when necessary (i.e. recommend library emergency closing, relay MCLINC communications)
 - f. Assigns priority tasks or additional tasks to staff members for any one particular shift
 - g. Takes reasonable action to satisfy patrons with specific concerns, complaints or issues using professional judgement to make policy or procedure exceptions
 - h. Responsible for ensuring proper documentation of incidents including police action of any kind
 - i. Responsible for referring official requests for patron records to MCLINC
 - j. Responsible to ensure safety and cleanliness of the facility prior to opening to the public
 - k. Responsible to communicate appropriate facility issues with the janitorial service and supervisors
 - l. Responsible to secure the building at the end of the workday
 - m. Models exceptional patron services and work ethic
3. Assist with the planning and facilitating of regular library events for all ages such as children's story times, Family Zone programs and adult book groups or computer classes

4. Create library advocacy presentations, brochures, pamphlets, flyers, posters and other publications to promote library events, services, and resources
5. Assist with collection management including the selection and de-selection of materials for patrons of all ages
6. Proctor exams and process related paperwork
7. Assists in monitoring the behavior and conduct of library patrons
8. Other professional duties as assigned

Physical Demands:

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctable to 20/20 and in color.
- Clear speaking voice and good hearing.

General Requirements for All Library Employees Include the Ability to:

- Project workplace image of specific job title
- Adapt to change
- Develop and maintain positive working relationships with co-workers
- Comprehend and follow library policies and procedures
- Develop an awareness of library-wide operations
- Exercise good judgment at all times
- Meet physical requirements of specific job title
- Participate in monthly staff and department meetings

Job Specific Requirements:

- Must hold a Master of Library and Information Science degree or be currently enrolled in the last term of an ALA-accredited graduate program leading toward the degree
- Must have *excellent* computer skills specifically with Excel, Publisher, and Word

Compensation:

Hourly wage of \$20.00-\$23.00

Schedule:

Flexible schedule including regular Monday & Wednesday evenings and averaging 10 hours total weekly, primarily on evenings and weekends. Substitutes as needed for professional staff.

ADA/EOE

***Email a cover letter and resume (pdf format required)
with the subject "OPEN LIBRARIAN POSITION"
to cgilmore@mclinc.org by Friday, January 26, 2018***

Please include contact information for three professional references