

## City of Cordova Position Job Description

# Librarian

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CLASSIFICATION: FULL TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

HOURS: TUES – SAT OFFICE HOURS, FLEXIBLE, TO INCLUDE EVENINGS AND SATURDAYS

SUPERVISOR: LIBRARY DIRECTOR

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### SUMMARY

The Librarian assists staff with daily operations of the library.

### GENERAL STATEMENT OF DUTIES

Performs general library duties; including assisting patrons, administrative duties, assisting with programming, working with the interlibrary loan state wide program, and upkeep of the library.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary**

- Assists as directed with collection maintenance, which may include cataloging and weeding.
- Assists patrons in help with reference questions, finding materials, inter-library loans, etc..
- Shelves library materials and adjusts arrangement of library materials as necessary.
- Assists with patron programs as necessary.
- Staffs circulation desk, answering reference questions, assisting patrons in finding materials, and facilitating loan activities.
- Shelves library materials and adjusts arrangement of library materials and displays.
- Performs security walk-through and secures facility as necessary.
- Provides computer assistant and readers' advisory to patrons.
- Instruct the public on the use of library resources including the online catalog, interlibrary loan program, and the internet.
- Ensure excellent patron service and a positive library experience.

### MINIMUM QUALIFICATIONS

- A. High School diploma or GED
- B. 2 years' experience using computers and general office equipment.
- C. 2 years' customer service experience.

### PREFERRED QUALIFICATIONS

- A. 2 years' experience using library-specific software.
- B. Associate level college degree, or higher.

**NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Excellent communication skills, to include the ability to communicate ideas and concepts to individuals for whom English is not a primary language.
- B. Ability to work independently.
- C. Ability to organize and prioritize workload and meet deadlines.
- D. Ability to understand and follow written/oral policies, procedures and instructions.
- E. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.

**REQUIRED TECHNICAL SKILLS**

Knowledge of computers and electronic data processing and transmission; familiarity with Apple, Android and Windows operating systems; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

**WORKING CONDITIONS**

Work is accomplished in an open public area. Attendance at scheduled events and activities during the evening and/or on weekends is required. Schedule changes with advance notice.

**PHYSICAL DEMANDS OF POSITION**

Employee is frequently required to stand, walk, sit, bend, stoop, and twist. Capable of occasional lifting and carrying up to 50 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with the general public and other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process sales. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files.

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To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.