

Merrill Memorial Library

Programming and Publicity Librarian

SUMMARY OF RESPONSIBILITIES

Performs a variety of routine and complex clerical and administrative work in the operation of the library system. Performs circulation, reference, programming, and technical support services for library patrons. Plans and executes programming for library patrons. Advertises all library programs and changes. Manages the library website and social media accounts.

SUPERVISION RECEIVED

This is a part-time position under direction of the Library Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Circulation:

- Checks library materials in and out.
- Inputs patron data to the operating system.
- Maintains necessary operating records.
- Answers telephone calls/emails and provides information or otherwise assists or refers patrons as appropriate.
- Processes, packs, and unpacks interlibrary loan materials.
- Shelves materials as needed.

Reference:

- Answers in-house, telephone, and email reference inquiries.

- Provides in-house, telephone, and email technology assistance.
- Assists patrons in the selection of library materials, use of public access computers and search media, and provides reference guidance.

Programming:

- Plans, executes, and/or assists with programming for adult patrons.
- Assists in the planning and executing of programming for youth and teen patrons, including but not limited to the Summer Reading Program.
- Organizes and co-chairs the monthly adult book group discussion.
- Performs a variety of miscellaneous duties such as answering the telephone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for classes, etc.

Publicity:

- Advertises all library programs and changes.
- Creates, maintains, and distributes a weekly electronic newsletter of upcoming events and library related information.
- Promotes interest in library programs and offerings through social media accounts.
- Promotes library programs and information through website design and maintenance.
- Promotes library programs and information through the creation and display of paper and digital signage, brochures and bookmarks.
- Communicates changes to library patrons regarding library programming, such as weather cancellations and delays, changes in hours, holiday hours, policy changes, and canceled and rescheduled events.

PERIPHERAL DUTIES

Must be available to work some evenings and 1 Saturday every 4-5 weeks in rotation with all other staff.

Attends professional library conferences, seminars and network committees, reads professional literature, attends and participates in staff meetings as needed.

Assists staff in the performance of their duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from college or university with a bachelor's or master's degree in library science, liberal arts, public administration or a closely related field, and (B) Prior experience in an automated library setting.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of the principles and practices of modern library systems and programs; Some knowledge of library circulation or processing techniques; Working knowledge of library classification systems; Working knowledge of basic office procedures; Knowledge in the use of computers; Knowledge in the use of social media and website maintenance; Working knowledge of graphic design.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to accurately maintain library filing systems; Ability to orally communicate effectively; Ability to communicate effectively in writing; Ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.

TOOLS AND EQUIPMENT USED

Library computer system; Personal computer, including word processing, graphic design programs, and database management software; calculator; copy, scan and fax machine; e-readers, smart phones, tablets and other contemporary electronic devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate

objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SCHEDULE

Wednesday and Thursday 9a-3p

Friday 9a-5p

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