# Job Summary:

The Librarian will manage and oversee the library and its collections and materials, performing a variety of related library and patron support services.

# *Supervisory Responsibilities:*

* May direct subordinate support staff in day-to-day duties and responsibilities.
* Trains library staff in procedures and policies related to receiving, shelving, researching, cataloging, and using equipment.
* May assist with hiring and interviewing of new library staff.
* Conducts performance evaluations that are timely and constructive.
* Handles discipline and termination of employees as needed and in accordance with policy.

## Duties/Responsibilities:

* Selects, acquires, catalogues, classifies, circulates, and maintains library materials and collections.
* Develops, manages, and implements various databases and information systems to catalog and access information.
* Provides reference and research services ranging from assisting patrons with locating related materials and resources to conducting independent research for patrons’ specialized needs.
* Explains the use of library facilities, equipment, services, and resources, and library policies and procedures as necessary.
* Develops and implements client-centered programs and services to promote literacy, education, and skill-building.
* Develops and implements policies and procedures for the library.
* Acts as a public relations officer for the library throughout the community.
* Plans, oversees, and participates in fundraising campaigns and drives.
* Serves on committees concerning the planning, development, and expansion of library facilities.
* Engages in regular professional development.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Thorough understanding of library principles and methods of archiving, circulating, and organizing materials.
* Ability to perform exhaustive research when required.
* Detail-oriented and organized.
* Excellent management abilities.
* Excellent interpersonal skills.
* Excellent written and verbal communication skills.
* Proficient with Microsoft Office Suite or similar software programs.

## Education and Experience:

* Master’s degree in library science or related field required.
* At least five years of related experience required.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.
* Must be able to climb ladders to reach high shelves and squat to reach low shelves.
* Must be able to reach materials at various angles and locations.