

Acting Librarian (Uncertified)

FLSA Status: Non-Exempt

DEFINITION:

Under direct supervision of the Town Administrative Manager or the Library Board of Trustees, assists patrons in locating library materials, answering routine, directional type questions, and general operation of the library.

DISTINGUISHING CHARACTERISTICS:

Duties are performed within established policies, guidelines, and procedures. This position is distinguished from the Librarian position by the latter exercising greater independence and performing more complex library duties requiring greater knowledge, experience, and social skills.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Assists patrons in locating library materials by answering routine, directional type questions.
2. Oversees library assistants and prepares work schedules.
3. Assists patrons with computers.
4. Performs general clerical work in support of the library activities and operations.
5. Input invoices and prepare vouchers for payment and verify library staff payroll.
6. Assists with library collection maintenance including mending, shifting, and shelving as needed.
7. Monitors patron traffic and usage throughout the year to justify staffing needs and budget requirements.
8. Assist with the preparation of the Annual Library District Budget.
9. Assists with checking in and processing new library materials as required including books, magazines, and newspapers.
10. Assists in putting materials into/deleting materials from the Polaris system.
11. Prepare monthly reports for the Library Board of Trustees.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Abilities:

Knowledge of

- Library system policies, procedures, methods, and terminology;
- Library system automated database for information retrieval;
- Dewey Decimal system of classification;
- Cataloging principles and use of the card catalog;

- Basic reference and bibliographic tools, techniques, and procedures;
- Standard library functions, methods, and organization;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience, and courtesy;
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to

- Perform alphabetical and numeric filing in relation to shelving library materials;
- Maintain accurate records and prepare basic required reports;
- Effectively represent library services with the public;
- Assist patrons in locating and utilizing library materials;
- Perform routine library duties in areas such as acquisition and circulation;
- Locate library regulations, policies, and procedures;
- Perform general library duties related to the processing and circulation of library materials;
- Learn the location of books, periodicals, and other materials in the library;
- Communicate effectively both orally and in writing; and
- Maintain the library in a neat and orderly condition.

Required Certifications and Licenses:

None

Experience and Training:

High School Diploma or equivalent GED or minimum of one-year similar work experience required. Must be willing to obtain Nevada Public Librarian Certification within 48 months of hire and renewed every three year thereafter.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, reach, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of books, magazines, files, stacks of paper or reports, references, and other materials weighing up to 25 pounds. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to appropriately communicate both oral and verbal, including disseminating and/or interpreting, effectively to both internal and external customers as appropriate. Ability to appropriately handle stress and interact with

others, including supervisors, coworkers, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Work is normally performed inside where the lighting is good, and the noise level is generally quiet. Frequent interruptions to planned work activities occur.

Employee Acknowledgment: I acknowledge that I have read and understand the above job description and have received a copy for my records.

Employee Signature

Date Signed

Print Name