

# Librarian

## **Purpose**

Administer and maintain libraries or collections of information, for public or private access through reference or borrowing. Tasks may include acquiring, cataloging, and circulating library materials; and user services such as locating and organizing information, providing instruction on how to access and understand information and technology, coordinating and presenting programs, outreach to underserved populations, and operating and troubleshooting a library's technology equipment.

## **Essential Functions**

- Understand general library practices as well as the practices of the specific library where they work.
- Respond to requests in person, over the phone, or via email to answer questions and locate information.
- Teach a variety of skills to patrons, including research skills, age-appropriate literacy skills, and basic to advanced computer skills.
- Keep up with information management trends.
- Create and publish web-based and physical content including research tutorials, subject guides, course guides, marketing materials, and information pieces.
- Manage patron access to resources.
- Recommend materials to customers based on their interests and information needs.
- Develop and maintain age appropriate (ie. children's, teens, adult), diverse materials collections, consulting professional journals where appropriate.
- Provide outreach services to local groups and organizations as appropriate.
- Empower patrons by contributing to the development of the essential literacy skills (basic, early, civic/social, digital, financial, health and legal) that enable patrons to navigate the world around them successfully and independently.

## **Education, Training, & Certification**

- **Education:** Master's degree in library or information science from an ALA accredited program required.
- **Continuing Education:** Many librarians take continuing education classes to keep up with changing technology and keep abreast of evolving best practices in the field.

## **Knowledge, Skills & Competencies**

- **A love and affinity for learning:** Librarians must stay informed about current trends and best practices in their respective library field as well as technological advancements as they relate to library services.

- **Strong communication skills:** This includes listening, speaking, and interpersonal skills needed to interact with library patrons as well as function as part of a team. Strong customer service skills are also needed.
- **Excellent written communication skills:** librarians create educational and informational guides that need to be easily read and understood by the intended audience.
- **Technology skills:** librarians regularly work with computers accessing word processing and spreadsheet programs, presentation programs, graphic design programs, web-based databases including complex integrated library systems, and must be able to learn new programs and technology quickly.
- **Organizational skills:** librarians use strong organizational skills to maintain information and resources and approach tasks and problems systematically.
- **Initiative:** Librarians work independently without relying on instruction from others.
- **Adaptability:** librarians must be able to swiftly adapt to new situations, changing roles, and diverse customer needs.

### **Supervisory Duties**

- May be responsible for supervising volunteers or library pages.

### **Minimum Experience**

- Customer service experience preferred.