

Job Description

POSITION: Reference Librarian

LOCATION: Mishawaka Library (location subject to change)

CLASSIFICATION: 5-Librarian

CERTIFICATION: Indiana LC 3 or higher

FLSA STATUS: Non-Exempt

HOURS OF WORK: Part-Time: 30 hours per week, with at least one evening per week and Saturday rotation. Should the library be open on Sundays, some Sunday work will be required (hours subject to change)

WAGE: Specified in the latest salary schedule kept in the Director's office

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Reference Supervisor

QUALIFICATIONS AND WORK SKILLS:

1. An MLS degree from an ALA-accredited library school
2. Ability to work well with patrons and staff
3. Excellent oral and written communication skills
4. Ability to instruct patrons and staff in technology and materials
5. Strong commitment to excellent customer service
6. Proficient in the use of computers and library technology; ability to learn new technology quickly

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to share responsibility for staffing the Reference desk, assist in ordering ILL titles and locating materials for patrons and serve patrons in the computer lab.

1. Staff the Reference and Computer Lab Desk
2. Participate in reader-advisory tasks, Adult Summer Reading and other Reference activities
3. Assist in teaching and promoting the use of library services, including digital products.
4. Participate in professional development activities
5. Participate in system-wide staff trainings
6. Perform other duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to frequently stand, bend or stoop to shelve books
4. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
5. Ability to sit while keyboarding or typing

Revised 9/2018