

ST. TAMMANY PARISH LIBRARY

Full Time Position

Job Title: Librarian I Reference
Range: 43
Salary Range: \$19.23 to \$ 25.09 (Step 1 to Step 10)
Immediate Supervisor: Branch Manager, Head of Reference
FLSA Status: Exempt
April 2018

Description

Performs responsible and varied professional library duties; assists patrons in using library services, assists library users in securing information, and using library resources to meet specific needs.

ESSENTIAL JOB FUNCTIONS

- Assists patrons in using the computerized catalog to locate materials
- Assists patrons in use of public computers including word processing, internet searching, and use of online databases
- Maintains reference collection
- Develops staff training materials and teaches other professional librarians, paraprofessionals, and support staff
- Plans and teaches technology instruction for the public
- Compiles articles, reader's advisory lists, and statistical reports as needed
- Follows established policies and procedures in performing all functions
- Assists branch manager in the overall operations of the branch
- Acts in place of branch manager in his absence
- Performs other duties and assignments as designated by Management

KNOWLEDGE, SKILLS, ABILITIES

- Ability to work without direct supervision
- Thorough knowledge of library principles, methods, techniques, and procedures
- Knowledge of library materials including books, magazines, reference sources, audio/visual, online sources, and other materials appropriate for reference work
- Ability to plan lessons and teach adults
- High level of computer skills, including knowledge of integrated library systems
- Ability to plan, lead, and supervise the work of others
- Tact and courtesy
- Ability to work in a team environment
- Capable of working in both large and small library environments
- Ability to speak effectively in public
- Good professional judgment

Working Conditions

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to replace or retrieve materials from shelves, high and low. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials and observe and review the work of others.

Physical Requirements

- Must have the ability to lift at least 25 pounds, push, bend, and reach as needed

EDUCATION, TRAINING, EXPERIENCE

- Master's degree in library science from an ALA-accredited library school
 - Must have a valid Louisiana driver's license
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