

**MCKINLEY MEMORIAL LIBRARY
POSITION DESCRIPTION**

TITLE: PUBLIC SERVICES LIBRARIAN MANAGER

PAY GRADE: MLS-10

HOURLY	()	SALARY	(X)
NON-EXEMPT	()	EXEMPT	(X)
ADMIN	()	PROF	(X)
		EXEC	()

NATURE OF WORK:

This position is a public services position with extensive public contact. The position incumbent will primarily be responsible for planning and implementing library and museum services in a public setting. The position incumbent will be responsible for planning and implementing library and museum services to children, young adults, adults and senior citizens. Both position applicants will be expected to assist all library users from children to senior citizens. The other position incumbent will primarily work with children and young adults from birth to their graduation from high school. The position incumbents must have some knowledge of the use of technology in a library setting and may be designated as the primary contact or the backup for the library's technology activities.

This employee reports to the Library Director.

Work Schedule will include evenings and weekends including Sundays.

DUTIES INCLUDE BUT NOT LIMITED TO:

SUPERVISORY DUTIES:

The position incumbents will be responsible for the supervision of the public services areas of the library devoted to adult, children and young adult services and McKinley related activities including and not limited to personnel, selection of library and McKinley materials in various formats, collection development and weeding, programming, and information services.

The position incumbent will either assist in or be responsible for the hiring, training, supervision, scheduling, assigning of job duties and evaluation of the library's paid public services staff assigned to adult services and the McKinley Birthplace Home staff and volunteers at the library and the McKinley Birthplace Home in regards to their job duties.

The position incumbents will be responsible for making sure that the CLEVNET pull list for internal and external holds is done on a daily basis.

The position incumbents will be responsible for recommending and writing library policies and procedures when requested.

The position incumbents will be responsible for implementing and enforcing library policies and procedures.

The position incumbents will be responsible for monitoring and requesting supplies in the position incumbent's assigned area of responsibility.

The position incumbents will be responsible for initiating equipment purchase requests in the position incumbent's assigned area of responsibility.

The position incumbents will be responsible for the budget areas assigned.

The position incumbents will be responsible for overseeing the library's outreach activities for adults, children, young adults and senior citizens.

The position incumbents will be responsible for providing materials on departmental activities for the library's website, the library's newsletter and the local media both print and non print media.

The position incumbents will also be responsible for also using the new social media to promote library events.

The position incumbents will be responsible for the compilation of the library's monthly statistical report on library activities.

The position incumbents will be responsible for reports in oral and written form on the department's activities when requested.

The position incumbents may be designated the by the Library Director to assume the duties of Library Director in the absence of the Library Director.

The position incumbents will be a member of the library's management team.

SELECTION AND COLLECTION DEVELOPMENT AREAS:

The selection of library materials in the following formats for adults, children and young adults in the areas assigned: books, magazines, electronic format, computer software, CD-ROMS and other formats.

The selection of library materials and artifacts for the McKinley Collection

The responsibility for collection development in the library materials collection and the McKinley collection in the areas assigned.

The responsibility for the weeding the library materials collection in the areas assigned

The inventory of the library materials collection including and not limited to the supervision of the inventory process, the scheduling of when the inventory should take place, the sections of the library collection to be inventoried, the training of staff in inventory procedures, the assigning of staff to inventory sections of the library collection, and being responsible for the completion of the inventory process.

Performing the inventory function including shelf reading, scanning, producing needed inventory reports, searching the library collection and the circulation database for missing library materials, and assisting with the final compilation of data

INFORMATION DESK RESPONSIBILITIES:

Provides assistance to McKinley Memorial Library users of all ages

Provides reader's advisory services to McKinley Memorial Library users

Pulls library materials from the library collection's that are to be interlibrary loaned

Provides assistance to the library users with the public computers, the OPACS, the printers, the copy machine, and the computer reservation system when needed

Assists at the Circulation Desk if needed

Shelves library materials

Responsible for registering individuals for library programs and governmental programs such as voter registration

Pulls library materials to fill internal requests or CLEVNET external requests

Participates in developing content for the library's website

Responsible for any library digitization projects that the library undertakes

Keeps current on professional issues and trends through continuing education activities, professional literature, and professional networking activities

ADULT CHILDREN'S AND YOUNG ADULT SERVICES RESPONSIBILITIES:

Responsible for planning and implementing programming for preschools, schools, community groups, etc. in either a library setting or at a preschool, school or community setting

Responsible for promoting library the library collection through book displays, bibliographies etc

Acts as the library's liaison to preschools schools, community organizations etc.

Assists in working with preschools, community groups, etc. either in a library setting or at a preschool, school, or community setting

Speaking to groups about the library when requested

MCKINLEY RESPONSIBILITIES:

Serves as the William McKinley specialist

Responds to information requests about William McKinley

Conducts tours of the McKinley Birthplace Home and the Museum.

TECHNOLOGY RESPONSIBILITIES:

May be responsible for the library's technology activities as either the primary contact person or acts as the backup

Conducts computer and technology related classes for the staff and public

Keeps up to date on the latest technology trends for the public

Uses technology as a tool to train the public

Responsible for the operation of the library's telephone when needed

Either acts as the library's webmaster or may be designated as the library's backup webmaster

Responsible for supervising and inputting content onto the library's web page in the position incumbent's area of public service responsibility

Responsible for overseeing the technology equipment in their public service area of responsibility

Responsible for recommending the purchase of technology equipment in their public service area of responsibility

OTHER JOB DUTIES:

The position incumbent will do other job duties as needed.

KNOWLEDGE SKILLS AND ABILITIES:

The ability to supervise staff and have an effective working relationship with the position incumbent's supervisor

The ability to work with adults, children, young adults, and senior citizens in a public setting

The ability to use independent judgment in applying library and policies and procedures

The ability to follow written and oral instructions

The ability to communicate effectively both in written and oral format with library users, the general public, museum visitors and staff

The skill and ability to select library materials

The knowledge and principles of library science

The knowledge and principles of museum work

The ability to learn and follow precisely on-line computer systems operation procedures

The knowledge of computer software and experience in using a wide variety of computer programs and applications

Some degree of knowledge of technology including computer networking, the Internet, computers, and websites

Some degree of knowledge in regards to computer maintenance and troubleshooting minor hardware and software issues

Accurate and neat work habits

The ability to lift fifty pounds and climb stairs

Must possess a valid driver's license and/ or have transportation as needed.

QUALIFICATIONS:

A Master's Degree in Library Science is required. Library experience is preferred but not required.

Board approved 8.11.14