MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Librarian I/Supervisor Reviewed/Revised: 2/5/08, 2/8/13

SECTION: Technical Services

Summary:

As part of the administrative support team, and under the general direction of the Director, responsible for all technical aspects in acquiring the Library’s materials and organizing them for accessibility and use. Major areas of responsibility include acquisitions, cataloging and classification, database management, application of professional knowledge and techniques to problems encountered; planning; development of programs and procedures; supervising the activities of other staff members involved in the Technical Services area, temporary help as assigned and volunteers. Also provides reference services to library patrons. Employee has responsibility for building, personnel, and patrons when she/he is top rank person on duty.

DUTIES/EXAMPLES OF WORK

ORGANIZING AND MANAGING CATALOGING/CLASSIFICATION AND ACQUISITIONS SERVICES (50%)

1. Serves as in-house resource and authority on matters of information/materials requests and Technical Services Section policies and procedures.
2. Maintains familiarity with relevant tools, guidelines and standards.
3. Responsible for the training and performance of all Technical Services staff.
4. Provides original cataloging and classification for all materials coming to the library.
5. Verifies and establishes forms and treatment of name, topical, geographic and series headings.
6. Supervises and participates in the OCLC cataloging system including serving as liaison for ~~Wisconsin Interlibrary Loan Service and~~ OCLC staff.
7. Manages database to accurately reflect library holdings.
8. Responsible for the development and implementation of the Weeding/Inventory Plan.
9. Coordinates acquisitions, serial control and fund accounting procedures.
10. Develops and maintains materials processing procedures.
11. Gathers and records Section statistics.

ProVIDES REFERENCE/INFORMATION services (25%)

1. Conducts face to face, telephone, e-mail or virtual reference interviews to establish precise information needs of library patrons.
2. Participates in the interlibrary loan process to provide access to information and materials outside of the MPL collection.
3. Participates in room booking system.
4. Responsible for “Book Lovers” Readers Advisory page on the library website.

Developing and managing collections (15%)

1. Through regular study of standard library review sources, determines the materials to be purchased.
2. Responsible for budgets assigned.
3. Selects adult fiction, all large print (fiction and nonfiction), audiobook, and DVD materials.
4. Develops criteria for and oversees the removal of materials that are outdated, no longer required by our patrons, or damaged.
5. Develops special collections in response to public need.

CO-ADMINISTERING AUTOMATED SYSTEM (5%)

1. Plans, recommends and implements modules.
2. Assists with budget development.
3. Maintains indexes.
4. Performs backups and other maintenance tasks as needed.

OTHER (10%)

1. Performs other related and assigned duties as required.

KNOWLEDGE AND ABILITIES

1. Thorough knowledge of the Dewey Decimal System, Library of Congress Subject

 Headings, standard cataloging rules, OCLC Connexion and current trends in the field.

2. Knowledge of professional library theory.

3. Good written and verbal communication skills; initiative; dependability; tact and

 courtesy; sound professional judgment.

4. Ability to direct the work of others.

5. Knowledge of and ability to use personal computers and familiarity with

 word processing, database, and spread sheet programs, local area networks, OCLC

 FirstSearch, and current library databases.

6. Ability to learn and utilize proper operating techniques for library equipment.

7. Willingness to maintain skills in above-mentioned areas through active participation

 in appropriate continuing education.

# PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping

2. Bending/twisting and reaching.

3. Talking and hearing; use of telephone.

4. Far vision at 20 feet or farther, and near vision at 20 inches or less.

5. Lifting, carrying: 50 pounds or less.

6. Handling: processing, picking up and shelving books.

7. Fingering: typing, writing, filing, sorting, shelving and processing.

8. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.

9. Mobility: travel to meetings outside library.

# MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative

 courses of action before selecting one; utilize information, resources available when

 making decisions.

2. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend

 actions designed to prevent problems from occurring; refer problems to supervisor

 when necessary.

3. Communication Skills: Effectively communicates ideas and information both in

 written and oral form.

4. Reading Ability: Effectively read and understand information contained in

 memorandums, reports and bulletins, etc.

5. Creative Decision-Making: Effectively evaluate or make independent decisions based

 upon experience, knowledge or training, without supervision.

6. Ability to Comprehend and Follow Instructions: To follow instructions from

 Supervisor, verbally and in written form.

7. Mathematical Ability: Calculate basic arithmetic problems, (addition, subtraction,

 multiplication and division) without the aid of a calculator.

8. Time Management: Set priorities in order to meet assignment deadlines.

9. Ability to use computer software and manage computerized files.

# ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.

2. Flexible work hours; frequent evening and weekend hours.

# EQUIPMENT USED

~~Typewriter~~**Keyboard**, calculator, copy machine, cash register, telephone, fax machine, microfilm/fiche reader/printers, book truck, audiovisual equipment, personal computer, receipt printer, collection security system, vacuum cleaner, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. A Master’s Degree in Library and Information Science from a school accredited by

 the American Library Association with emphasis on course work in cataloging and

 classification.

2. Two to four years experience in a library with two years in Technical Services

 including cataloging and classification. Knowledge of acquisitions practices

 preferred but not required.