Sauk City Public Library

**Position Title: Public Services Librarian**

**Reports to: Director**

**Category: Part-time, Non-exempt, Benefits Eligible**

**Date Approved: 5/9/16**

**Overview**

Under the general direction and supervision of the library director, the Public Services Librarian is responsible for all aspects of access services, reference, and instruction to library patrons.

**Essential Functions**

Oversees the circulation of the library collection of books and non-book materials as well as enrollment of new patrons to the library.

Provides patrons with general reference and reader’s services; assists and instructs patrons in using library services, equipment, and facilities.

Categorizes and classifies library materials according to system standards; identifies and remedies cataloging errors.

Maintains circulation data and prepares regular statistical reports.

Plans and implements library programming.

Attends continuing education opportunities as required.

Performs routine library services such as receiving and loaning books; Performs routine filing of books, periodicals, and other materials.

Checks returned items for damage; Receives overdue fines; Processes library card applications; Reserves books and materials.

Operates computers and auxiliary equipment in routine duties.

Responds to general information requests in person and by telephone.

Processes books and materials.

Assists in preparation of book and document exhibits.

Maintains special records or sections of the library as assigned.

Maintains library confidentiality regarding patron and staff records and information. Follows the principles of intellectual freedom.

Receives oral or written instructions from Director. Reports work accomplished to Director.

Performs other tasks as assigned.

**Knowledge, Skills and Abilities**

Knowledge of library reference and cataloging methods.

Knowledge of bibliographic sources of information.

Ability to maintain appropriate records and reports of activities.

Working knowledge of computer applications as well as ability to remain current as computer technology changes.

Willingness to work a variety of hours including evenings and weekends.

Ability to learn library automation systems and online databases.

Willingness to respect the privacy of patrons and coworkers and support the principles of intellectual freedom.

Excellent communication and organizational skills.

Ability to interact in a positive effective manner with coworkers, the Director, the Board of Trustees and the general public.

Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability and timeliness.

Ability to adapt to multiple demands and changing priorities, and willingness to learn new methods and ideas.

**Qualifications**

Minimum: Bachelor’s Degree or any equivalent combination of education and experience; minimum of three years customer service or library experience. Desired: Prior library experience.