**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Public** **Services** **Librarian**

**DEPARTMENT:** Library **CLASSIFICATION:** Professional/Management

**REPORTS** **TO:** Adult Services Librarian **REVISION** **DATE:** May 15, 2013

**PAY** **GRADE:** Nonunion Pay Plan Grade 6 (?)

**GENERAL** **PURPOSE:**

Ensures that the patrons of the library are provided with various cultural, recreational and educational information and related materials and programs. Provides community outreach services and programming. Serves on the Information Desk and assists with collection development. Serves as part of the Library Management Team to oversee daily operations and participate in strategic planning. May serve as Director is his/her absence.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Acts as evening and weekend supervisor. Administers and enforces city and departmental rules and regulations, procedures and policies. Resolves issues or problems with patrons.

•Oversees the day-to-day activities of the library for public services and serves for the director in his/her absence, handling emergencies and problems with patrons.

•Works closely with director and Management Team to provide input in many administrative decisions, including developing policies and procedures, preparing the annual budget request and conducting the strategic planning process.

•Performs reference, reader’s advisory and other patron assistance services.

•Serves on the Circulation, Youth Services and Information Desk in times of staffing shortages.

•Selects materials for purchase in assigned areas and monitors usage. •Weeds collection and supervises inventories in assigned areas.

•Plans, coordinates, and presents library-related programs for all ages.

•Conducts public relations campaign to promote library services to the general public. •Works with all departments to assist with public relations and marketing of library

services.

•Participates in Library Management Team bi-weekly meetings.

**OTHER** **JOB** **FUNCTIONS:**

•Maintains contact with other city departments, South Central Library System, Dane County Library Service and with librarians located throughout the library system as well as vendors to represent the needs of the library.

•Participates in the continuing education programs of South Central Library System and the professional activities of the Wisconsin Library Association and American Library Association.

•Participates in grant opportunities to improve library service. •Assists with proctoring of exams.

•Other duties as assigned.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Considerable knowledge of library methods and procedures and modern administrative theory and practices usually acquired through a Master’s degree in library science with some courses in administration.

•Three years of increasingly responsible public library experience including one year at a supervisory level or an equivalent combination of training and experience.

•Thorough knowledge of cataloging, classification and the principles and practices of acquisitions, processing materials and shelving.

•Considerable knowledge of adult literature. Ability to respond to the needs and interests of all library patrons.

•Considerable knowledge of technology and understanding of new and developing technologies and demonstrated ability to apply them to library operations.

•Ability to collect and interpret statistical data, analyze information, and prepare reports and recommendations.

•Ability to plan and administer a budget.

•Ability to establish a positive working relationship with library trustees, staff, other city departments, volunteers, library organizations and the general public.

•Thorough knowledge of library’s policies and procedures and ability to apply them in a supervisory role.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Work does involve flexible work hours, including evenings and weekends.

**APPROVED** **BY:**

Department Head Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.