

Meagher County Librarian Job Description

POSITION: Librarian – Full Time Salaried

DEPARTMENT: Library

REPORTS TO: Library Board

ACCOUNTABLE TO: Library Board, County Commissioners

SUMMARY OF WORK:

The position of Librarian requires a customer service oriented professional to direct all programs, activities, and personnel of the library to provide county residents with library materials and services to meet their needs. The Librarian also manages and maintains the library facility.

JOB CHARACTERISTICS:

- **Nature of work:** This position involves complex professional and administrative duties, requiring budget implementation, maintaining a computer system, supervising employees and volunteers, and independent decision making. This position also required physical dexterity and some heavy lifting.
- **Supervision Exercised:** Direct supervision of all library employees and volunteers.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Directs overall operation and maintenance of the library; maintains the library collection by choosing and buying books and other media for the library, through review and weeding, acquisitions, preservation, cataloging; coordinates the delivery of library services including circulation, special collections readers advisory, interlibrary loans; performs and/or supervises the implementation of story times and programming, as well as summer reading programs; chooses and implements adult programming; oversees maintenance and updates of computer systems; selects and purchases necessary supplies; prepares a budget proposal and implements the approved budget; promotes library services through the media and public relations; prepares and submits annual statistical reports and other reports as required; serves as secretary to the Library Board, maintaining accurate minutes and records; maintains an accurate account of all monies collected or donated and deposits money with the County Treasurer; weekly prepares and submits invoices for payment to the County Clerk & Recorder; in conjunction with the library board hires all employees and solicits volunteers; trains and disciplines, signs time cards, and evaluates all employees and volunteers; works with the Library Board and the County Commissioners in maintaining library building; works with the Library Board to establish policies; performs related duties as required.

JOB REQUIREMENTS:

This position requires knowledge of:

- Library practices, procedures, and techniques
- The laws and regulations pertaining to library services
- The principles and techniques of budget preparation, bookkeeping, and personnel management
- Computers as they pertain to libraries

This position requires skills to:

- Maintain standards of confidentiality, accuracy and integrity in the workplace
- Use library and office equipment, including computers
- Plan, direct and regulate library services
- Train, supervise, and discipline employees and volunteers
- Work independently on one's own initiative to identify and solve problems
- Maintain and upgrade knowledge of library services through continuing education
- Perform excellent oral and written communication
- Maintain effective working relationships with subordinates, governing boards, courthouse staff, and the public

EDUCATION AND EXPERIENCE:

The job requires education and experience equivalent to a bachelor's degree in library science. The completion of the Montana Certification Program for librarians is required within 4 years of employment. Equivalencies include a Master of Library and Information Science (MLIS) or Master of Library Science (MLS) degree.

SALARY:

Negotiable based upon education and experience

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based upon the satisfactory performance of the preceding job description, requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties
- Effectively administers library programs
- Shows initiative and resourcefulness in all aspects of library operations
- Deals tactfully and patiently with patrons without entering into discussion of personal issues
- Prepares accurate and timely reports
- Plans, organizes, directs, coordinates and evaluates library functions
- Keeps the library board of trustees informed on all pertinent issues
- Carries out library board approved recommendations and policies
- Maintains and upgrades relevant knowledge through continuing education
- Executes the budget within the prescribed guidelines
- Promotes library services to the community
- Orders, receives, processes, and circulates books, magazines, and other materials
- Maintains records and files in proper order
- Maintains and upgrades library computer system for public and professional use
- Maintains knowledge of accepted practices of library technical services
- Establishes and maintains effective confidential working relationships with fellow employees, governing boards, community groups, and the general public
- Performs all aspects of secretary to the Library Board of Trustees