



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Librarian I – Reference/Adult Programming

Pay Grade:

FLSA: Non-exempt

GENERAL DESCRIPTION

With the approval of the Assistant Director, plans, coordinates, implements and evaluates programs and events for adults at the Main and Branch libraries. Works closely with the Marketing and Communications Manager to ensure the timely creation of publicity pieces promoting events and programs. Provides assistance to patrons in finding materials and information in the library. Information assistance can range from general explanations of sources to guided research assistance.

SUPERVISION RECEIVED

Works under the supervision of the Assistant Director -- Head of Information Services and Reference.

SUPERVISION EXERCISED

None

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

- Responsible for providing innovative adult programming. Develops and coordinates programs that work into library initiatives, departmental objectives, and community events by:
 - Creating and implementing a regular schedule of adult programs events for library locations, including obtaining and preparing all necessary materials.
 - Compiling, posting and sharing calendars of Adult programs and activities at the Main Library.
 - Tracking number of programs offered and attendance statistics.

- Coordinating with the Marketing and Communications Manager and other staff members library-wide to create displays and flyers and to ensure that library services and events are publicized in a timely manner.
 - Compiling bibliographies, pathfinders and lists of materials to interest adults and promoting effective library use.
 - Working with Head of Finance, maintains adult programming budget and provide a record of all expenditures, including contracts, check requests, tax documents, and other receipts.
 - Working days, evenings, or on a weekend as needed in support of programs and events including set up and clean up of meeting rooms.
 - Working with performers/presenters to ensure their equipment and room requirements are met.
- Assists patrons by:
 - Providing assistance to patrons in finding materials and information in the library;
 - Answering directional and procedural inquiries.
 - Advising patrons concerning the library and its services, resources and policies.
 - Giving instruction in the use of the on-line catalog and location of materials.
 - Assists patrons in the use of the Internet, computers, printers photocopiers, scanners, wi-fi and downloadables.
 - Answering reference and other information requests.
 - Answering incoming calls; provides guidance and assistance, routes calls to appropriate personnel or department; takes messages.
- Selects materials for the general collection in assigned areas.
- Evaluates present circulating collection for age, condition, and currency in assigned subject areas. Makes deletions based on criteria from the Collection Development Policy.
- Oversees Book Clubs by coordinating publicity with the Marketing and Communications Manager and other staff that facilitate Book Clubs.
- Performs supervisory related duties such as opening and closing procedures for the Main Library, securing money, setting alarms, and ensuring safety and security.
- Maintains professional development through various workshops, literature, and other means; consults and shares information with co-workers and other library workers.
- Maintains confidentiality of Library patron records.

- Conducts tours of the library for special interest groups.
- Maintains office equipment including providing paper and toner for copiers and toner and printers as needed.
- Able to assist in changes of daily work schedule due to unexpected public demands.
- Required to work nights and weekends as scheduled.
- May fill in other positions within the Library System.
- Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Master's degree in library science from an American Library Association accredited university and
- (B) One year of previous library experience in reference, preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of standard library functions, practices, and procedures; working knowledge of books, authors and literature; general computer knowledge.
- (B) Excellent research, clerical and computer skills, including internet experience; ability to perform detailed and precise work.
- (C) Ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (E) Should display a pleasing personality with the public and all staff.
- (F) Must possess a valid driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, fax machine, calculators, printer, copier and cash register.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to travel to other areas within the library.

The employee must occasionally lift and/or move up to 25 pounds and maneuver a fully loaded booktruck.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.