



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

## **JOB DESCRIPTION**

### **JOB TITLE: Librarian I – Adult Services – Programming/Reference**

*Pay Grade:*

*FLSA: Exempt*

#### **GENERAL DESCRIPTION**

Plans and coordinates programs and events for adults at the Main Library. Coordinates with community organizations to promote library involvement and public awareness. Coordinates with branch managers to provide support for adult programs at branches. Assists 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 Head of Research, Special Collections and Training.

#### **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.)*

- Assists patrons by:
  - Answering directional and procedural inquiries.
  - Advising patrons concerning the library and its services, resources and policies.
  - Giving instruction in the use of the online catalog and location of materials.
  - Instructing in the operation of equipment.
  - Answering reference and other information requests.
  - Answering incoming calls; provides guidance and assistance, routes calls to appropriate personnel or department; takes messages.

- Evaluates present circulating collection for age, condition, and currency in assigned subject areas. Makes deletions based on criteria from the Collection Development Policy.
- Selects materials for the general collection in assigned areas.
- Coordinates Adult programs and services by:
  - Creating Adult programs and activities for the Main Library.
  - Coordinating with Marketing to promote Adult programs at the Main Library.
  - Tracking programs offered and attendance statistics.
  - Coordinating with other staff members library-wide to ensure that library services and events are publicized in a timely manner.
  - Coordinating with branch managers to provide support for adult programs at their branches.
- Provides assistance to patrons in finding materials and information in the library; instructs and demonstrates to patrons of all ages, skill and education levels the use of reference tools, and provides general explanations of library online database systems.
- Assists with Book-a-Librarian appointments. May teach classes on library materials and services as assigned.
- Secures materials and information for library users from computer networks, databases or the collection.
- Assists patrons in the use of the Internet, computers, printers, photocopiers, fax machines, microfilm readers and personal devices.
- May assist patrons with genealogy and local history research.
- May compile bibliographies, pathfinders and lists of materials to interest adults and promote effective library use.
- Performs supervisory related duties such as opening and closing procedures for the Main Library, securing money, setting alarms, and ensuring safety and security.
- May serve as the librarian in charge of the building on nights or weekends.
- 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 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.
- Cross-trains to provide backup for other positions as required. May fill in for 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) Familiarity with current consumer technology such as smartphones and tablets; willingness to adapt to changing technologies and to troubleshoot and solve problems.
- (D) 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.
- (E) Ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time. Ability to exercise independent judgment.
- (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, cash register and credit card machine.

### **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.**