

# JOB DESCRIPTION

## JOB SPECIFICS

**Title:** Librarian II

**FLSA Classification:** Non-Exempt

**Schedule:** Full Time

**Department:** Reading Public Library

**Classification:** AFSCME 2763, Professional

**Revision Date:** 03/24/2023

## POSITION BACKGROUND

The primary function of this position is meeting the information and instruction needs of library customers by answering questions, assisting with computer use and digital content, developing and managing collections in a variety of formats, and collecting and maintaining reference statistics. This position also works closely with library administration to deliver adult programs and outreach services.

## JOB RESPONSIBILITIES

Typical job duties may include but are not limited to:

- Performs reference services
- Participates in all phases of collection development and management in a variety of formats
- Provides instructional classes for customers and staff
- Creates reports as needed and recommends policy changes
- Plans and provides adult programs
- Participates in the activities of professional and community organizations
- Advises in budget recommendations
- Provides outreach to the community
- Perform other duties as assigned

## MINIMUM QUALIFICATIONS

### ***Educational Requirements***

- Master's Degree in Library Science or Information Science from an ALA-accredited program is required

### ***Experience***

- Three years professional library experience, or an equivalent of experience indicating ability to assume responsibilities involved, such as in customer service, management, and/or social services.

### ***Checks and Clearances***

- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

## KNOWLEDGE, SKILLS & ABILITIES

- Effective verbal, written and digital communication
- Ability to provide excellent customer service to a diverse urban population
- Ability to train new employees
- Ability to supervise others' work and evaluate work output and outcomes

## JOB DESCRIPTION

- Technologically savvy; ability to instruct in digital classes including Microsoft Office Suite
- Knowledge of administrative policies and procedures
- Work well under pressure, ability to multi-task, and an energetic team player
- Bi-lingual Spanish a plus

### WORKING CONDITIONS

Scheduling flexibility required as work schedule may vary based on the needs of the library. Evening and weekend hours required. Must have own transportation. Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 30 pounds. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

### Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.