

Job Description: Librarian III

OVERVIEW

A Librarian III performs professional library functions requiring specialized knowledge and expertise in all areas of public library services. This position focuses on collection management and programming development. A Librarian III is responsible for implementing Board-developed procedures to develop, maintain, and assess at least one of the Adult Collections (Fiction, Nonfiction, and Local History). A Librarian III also designs and implements programs for targeted audiences (e.g. Senior Outreach and Adult Summer Reading programs). Someone in this position may have permanent supervisory authority over others as assigned by the Director.

This is a “non-exempt” position within the City of Lewistown. The Library typically has a non-traditional work schedule and hours may include evening and weekend hours as part of the workweek. All library employees must acknowledge and accept the Library’s Code of Service, uphold Montana’s confidentiality laws, and maintain the integrity of the Lewistown Public Library.

JOB DUTIES

Position description

- Responsible for implementing Board-developed procedures to develop, maintain, and assess at least one of the Adult Collections (Fiction, Nonfiction, and Local History).
- Responsible for designing and implementing programs for targeted audiences (e.g. Senior Outreach and Adult Summer Reading programs).
- Can perform all the tasks required of a Librarian I or II and may train other staff members to perform tasks required of a Librarian I, II, or III.

Examples of specific job duties

Collection Development Responsibilities

- Manages item procurement through multiple vendors, consults professional reviewing and publishing sources to develop orders, handles patron requests for materials, maintains periodical subscriptions, and assesses donations of items for the Library.
- Evaluates collection(s) in reference to state-wide analytics programs, digital catalog reports, and similar resources.
- Catalogs materials according to established library standards (e.g. MARC 21, OCLC, and MSC formats); can create original records and modify existing ones as necessary.
- Classifies materials using the Dewey system and local guidelines; constructs call numbers accordingly.
- Works with sharing groups such as the Montana Shared Catalog to develop and implement circulation policies and procedures in coordination with the Director.
- Implements or supervises programs to share materials with other libraries.
- Configures and maintains specialized library software, including digital catalogs and online resources and reference databases.
- Stays up to date on specialized training in cataloging and collection maintenance from the Montana State Library and other professional organizations.

Program Sector Responsibilities

- Designs, develops and implements outreach programs, both at the Library and offsite, in coordination with the Director.
- Maintains relationships with outside organizations to promote and develop programs, plan events, and publicize.

- Submits purchase orders and writes grants for specific departments.
- Maintains specialized reports, statistical and data analyses, and other information regarding collections and programming.
- Performs professional support services for patrons and staff through complex informational and reference searches.
- Independently implements specific publicity and outreach tasks that require specialized technical knowledge.

Other Responsibilities

- Manages sharing programs with other libraries (e.g. Inter-Library Loans).
- Develops reports and training materials for other members of staff, the Director, and other organizations.
- Assists in the development or revision of Library policies and procedures.
- Helps with the budgeting process for specific areas of the Library.
- Other duties as assigned.

SUPERVISION

Under general supervision of the Library Director.

RESPONSIBILITY FOR WORK OF OTHERS

Supervises others as assigned by the Director. May be responsible for Library operations in the event of an emergency.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires a bachelor's degree or equivalent experience (e.g. 4-8 years of experience in a related field or a combination of experience and higher education). Course work in library science or past library certification is preferred. Must be familiar with library tools for evaluating, acquiring and maintaining library collections. Must have skills in operating personal computers including automated information database, database creation, word processing, spreadsheets, and electronic software. A basic knowledge of library standards and rules is essential. A basic knowledge of office procedures is desirable. Must know how to use WorkFlows, electronic resources and other information technology sources to meet typical library needs.

Must have basic skills in operating personal computers including word processing, spreadsheets, and electronic software. A basic knowledge and skill in typical office procedures is desirable.

The position requires a commitment to customer service excellence; the ability to see the big picture of the Library; the ability to work well with others in a team; the ability to provide leadership and plan, prioritize and focus on what is critical; commitment to lifelong learning; recognition of the value of professional development and networking; and the ability to remain flexible and positive in a time of continuing change.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, carry and stoop; use hand and finger motion with enough manual dexterity to use computers and handle library items; lift up to 25#, or greater with assistance; perform other efforts as identified with normal library work; have the ability to communicate with patrons effectively; speak with clarity and listen to patrons accurately; typing ability and computer skills are essential.