



POSITION DESCRIPTION NORTHWESTERN REGIONAL LIBRARY SYSTEM

SECTION I: GENERAL INFORMATION

Position Title: Branch Librarian	Department: Library Branch
Immediate Supervisor's Position Title: Library Director	FLSA Status:
Job Summary: Under the direction of the Library Director, the Branch Librarian is responsible for overseeing the operations and staff of a branch library in accordance with NWRL System's policies and procedures; planning, coordinating and implementing library programs/events within the branch; and overseeing and providing direct customer service activities to patrons of the library.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Provides direct customer service activities to patrons utilizing the library. a) Assists library patrons in locating and searching for materials. b) Answers patron inquiries regarding library resources, technology, collection or circulation related issues. c) Explains library policies and procedures to the public. d) Assists patrons with searches including the handling of interlibrary loan requests or other database searches. Prepares routing and delivery of interlibrary loan services. e) Serves as the primary public contact for comments, complaints, requests or concerns raised by the public regarding library procedures and/or policies. f) Performs circulation activities associated with checking in or out library resources. • Coordinates the activities of branch personnel. a) Monitors work assignments and operations within the branch. b) Schedules branch staff to assure coverage. c) Trains staff in library procedures, policies, systems, routines and operations of the branch and their assigned responsibilities. • Coordinates, plans, evaluates and implements library/branch programs and services. a) Coordinates and/or implements the branch volunteer program. Meets with prospective volunteers, explain needs and place volunteers, as needed. b) Coordinates the implementation of book club(s) and providing facilitation in the selection of book choices and the ordering of books. c) Coordinates, plans, and implements fund raisers. d) Writes articles for local paper to promote library services, programs and/or special events. e) Coordinates the implementation of summer/winter reading and accelerated reading programs with area schools. f) Participates in and/or coordinates children reading, craft and/or story time programs. g) Coordinates and/or delivers books to senior citizens residing in assisted living facilities.
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h) Works with the public, local boards, school personnel and headquarter personnel in addressing community needs and delivering new programs and services.
• Works with the Library Director and headquarter staff regarding recommendations concerning the purchase of new titles/additional subject areas. Coordinates the weeding out and removal of old materials in the collection.
• Attends system wide branch and headquarter meetings to stay informed of current trends, issues, and/or concerns retaining to job responsibilities. Attends workshops, seminars or conferences, as required.
• Coordinates and/or compiles, prepares and updates various library records and statistical reports required of the branch.
a) Tracks, monitors and records local donations, funds and grants.
b) Tracks and monitors financial records of the branch.
c) Prepares statistical reports, inventory, circulation and other summaries/reports required of NWRL headquarters.
d) Maintains NWRL policies and procedure records and files.
• Plans for and recommends budgetary requests for the library.
a) Identifies and requests additional staffing needs.
b) Makes recommendations for new equipment, materials and building operating expenses.
• Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	TOTAL	
INDIRECT SUPERVISION:		
Number of employees indirectly supervised: Substitute Librarians, Library Associates, Pages		Total: Varies 1-5 FTE's
LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver's license or evidence of equivalent mobility.	
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Work is performed in a typical office/library environment where the nature of work can best be described as involving minimal environmental hazards and/or risks associated with the work.	

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma				Bachelor's Degree. MLIS or equivalent preferred.		
High school diploma or GED.				Major field of study or degree emphasis: Library Science or liberal arts degree.		
1 year college			2 years college			
3 years college		X	4 years college			
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: - Fundamentals of the organization, functions and practices of library operations including collection development, classification procedures, reference and information technology and how libraries work. - Knowledge of the Dewey Decimal System and use of library technology and applications. - Knowledge of how to research, access and locate library resources. - Office equipment and typical business productivity software (i.e. word processing, email, internet browsers, spreadsheet applications, etc.). - Fundamentals of general office procedures and practices. - Fundamentals of supervision. - Knowledge of office etiquette, public relations and customer service procedures and routines.		
2nd year graduate level						
Required Work Experience in Addition to Formal Education/Training: Minimum of two years library experience given the minimum education requirements or an equivalent combination of education and experience necessary to perform the work.						
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in:				
		- Oral and written communication. - Establishing and maintaining effective working relationships with employees, local library board(s), supervisors, school personnel, and the public. - Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with patrons and the public over complaints, NWRL policies and procedures, or service issues. - Coordinating, training, instructing and monitoring the activities and assignments of branch personnel. - Planning, implementing and coordinating new library programs, services and special events. - Establishing, maintaining and updating all records, files and reporting requirements of the branch. - Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or specialized library catalog/circulation or other applications utilized by the library. - Provides patrons assistance in researching issues, topics and interests. - Instructing patrons in the use and operation of library technology and systems.				

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds			X	
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Light Work: Exerting up to 25 pounds of force frequently, and/or up to 10 pounds of force continuously to lift, carry, push, pull, or otherwise move objects in the performance of the job.	

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. Classification History: Prepared 10/2013 by BCC. Date Board Adopted: _____
