

# Librarian III

Dept: Library

FLSA Status: Exempt

## General Definition of Work

Performs difficult skilled technical work providing various library services, planning and conducting programs and activities, developing, evaluating and updating collections, assisting patrons, maintaining records, preparing reports, overseeing library operations as needed, and related work as apparent or assigned. Employee may be assigned to management, public service, genealogy services or technology services. Work is performed under the general direction of the Library Director, assistant director, branch manager or division head.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Manages divisions within the public library; provides assistance; develops objectives and policies; delegates staff for tasks as needed.
- Directs the development, promotion and implementation of library services, programs and materials to patrons.
- Assists in the recruitment and selection of department personnel; ensures proper training; assigns, directs and inspects the work of and supervises and evaluates assigned personnel; recommends suspension and termination.
- Directs the development, promotion, implementation and evaluation of library services to patrons.
- Manages division budgets.
- Provides research assistance using electronic and print resources to patrons.
- Provides computer instruction and assistance to patrons.
- Provides reader advisory services to patrons.
- Provides inter-library loan services to patrons and other libraries.
- Develops and designs library websites and manages library web and social media presence.
- Serves on committees, boards and teams as required; works with outside organizations as necessary.
- Plans, schedules, promotes, conducts and evaluates programs for patrons.
- Identifies, reviews and selects materials for patrons.
- Plans for computer hardware and software needs for patrons.
- Compiles family and community histories.
- Solicits items of historical value to develop historical collection.
- Plans and carries out preservation and digitalization programs.
- Orders, tracks and receives library material selected by branches and sections; charges received material to appropriate account.
- Provides original and copy cataloging for all library material; modifies copy catalog records as needed to meet local criteria.
- Abides by and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

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## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and techniques of modern library operation; comprehensive knowledge of cataloging, library reference, children's, history, genealogy and other library services; comprehensive knowledge of library system computer applications; comprehensive knowledge of the Dewey decimal system; thorough skill operating standard computer equipment, and related hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to maintain accurate records and statistics and to complete accurate reports; ability to organize, manage and motivate others; ability to supervise the work of subordinates; ability to direct employees' professional training for library work; ability to exercise initiative and independent judgment; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates.

## Education and Experience

Master's degree from a program accredited by the American Library Association in library or information science or related field and one to three years experience working as a librarian, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and frequent exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

## Special Requirements

North Carolina Public Librarian Certification.

## Competencies

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

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**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date