

Librarian IV

Dept: Library

FLSA Status: Exempt

General Definition of Work

Performs difficult professional 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, advocating for the library with governing boards and community organizations, and related work as apparent or assigned. Work is performed under the general direction of the Library Director. Continuous supervision is exercised over all personnel within the team.

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

- Ensures adequate and consistent operation of the library; advises and participates in library operations, management, human resources and strategic planning efforts.
- Supervises, hires, trains, evaluates and advocates for staff.
- Coordinates building maintenance and repairs with city or county maintenance or outside contractors.
- Provides electronic and print resources research assistance to patrons.
- Provides circulation services and technology troubleshooting for patrons.
- Selects and maintains collection of print and audio-video (AV) resources to meet the needs of patrons; supervises collection management duties.
- Assists with the promotion of library services and activities by giving presentations and attending meetings as a representative of the library.
- Works with local organizations to advocates for the library in the community.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

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 organize, manage and motivate people, ability to supervise the work or subordinates; ability to direct employees' professional library training; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to maintain accurate records and statistics and to complete accurate reports; 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 three to five years experience working as a librarian, or equivalent combination of education and experience.

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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

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

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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