

## **Fond du Lac Public Library Job Description**

### **Librarian – Information Services**

#### **General Provisions:**

The Information Services team is responsible for providing reference and readers' advisory service to adults and young adults. This team develops a variety of user aids including pathfinders and databases. Information Services has primary responsibility for development of the library web presence.

Under the general supervision of the *Information Services Coordinator*, a Librarian performs such duties as may be required for daily operations of the Information Desk (reference) and the Help Desk (readers' advisory). They may be assigned primary responsibility for selection/collection maintenance in a particular area, or to design/develop a particular online database or service.

The *Essential Duties* described below are not meant to be all inclusive. Other tasks may be assigned if they are of a similar nature. All library employees must be willing and able to work a flexible schedule including nights and weekends.

#### **Essential Duties:**

- A. Answers reference questions and assists patrons at the Information Desk. Questions may be presented in person, over the phone, electronically (email, instant messaging, etc.), or U.S. mail.
- B. Assists customers in using the Internet. Provides instruction in the use of a variety of electronic resources. Provides some basic guidance in the use of Microsoft Office software.
- C. Provides readers' advisory guidance at the Help Desk, assisting customers finding leisure reading both fiction and non-fiction.
- D. May be assigned to organize a particular collection such as the pamphlet file, or local history files.
- E. May be assigned to create displays, create pathfinders, or update information on the library web page.
- F. Become knowledgeable about the library materials collections, especially the reference collection and electronic resources.
- G. Stay current with book/material reviews, monitor demand for popular materials, select and weed material collections as assigned.
- H. Design/develop specialized databases and other online user aids. Make recommendations for items to be digitized and supervise the process; may assign metadata tags.
- I. May index the local newspaper or a document collection.
- J. Conduct classes for the public in the use of online resources and/or basic computer use.
- K. May provide oversight for daily tasks or special projects being carried out by a Library Assistant.

- L. Assists the Information Services Coordinator in long range planning and service development.
- M. Stay professionally informed and participate in continuing education; network with others in the profession.
- N. Make presentations to community organizations re: library programs and materials.
- O. Serve on library and/or community committees as assigned.
- P. May serve as building supervisor in the absence of the Director or a Service Coordinator.

**Requirements:**

A. Knowledge and Skills

1. Knowledge of standard reference tools and reference services and practices.
2. Knowledge of contemporary authors and popular culture accompanied with the ability to enter into discussions of reading interests with customers.
3. Must be “highly computer literate” with a working knowledge of Microsoft Office. Must be conversant in current information technology as well as trends and developing technology.
4. Knowledge of or ability to quickly learn DreamWeaver, Frontpage, Drupal, or other web editing software.
5. Knowledge of current issues related to intellectual freedom, publishing, information dissemination, and copyright.
6. Ability to consider community needs and apply creative solutions to meet those needs.
7. Ability to work well and communicate effectively with the public and library staff.
8. Must have the ability to work well as part of a team and establish mutually supportive working relationships with other staff.
9. Ability to pay close attention to detail and to exercise good judgment in making decisions.
10. Ability to explain library services and to work with a diversity of individuals and community groups
11. Ability to communicate and express ideas effectively orally, and in writing

B. Education/License/Certification Requirements

1. Masters Degree in Library or Information Science from an institution accredited by the American Library Association.

C. Physical Requirements

1. Standing, walking, stooping, and reaching.
2. Talking and hearing; use of the telephone.
3. Far vision at 20 feet or further, and near vision at 20 inches or less.
4. Handling: picking up and shelving materials.

5. Fingering: keyboarding, writing, filing, sorting, stapling, and cutting.
6. Lifting, carrying: 25 pounds or less.
7. Ability to push or pull a cart of materials on wheels weighing 20 – 50 pounds.

#### D. Working Environment

1. Library

#### E. Equipment Used

1. Microcomputer and computer terminals, printer, etc.
2. General office equipment such as typewriter, calculator, copy machine, etc.  
Microcomputer and printer
3. Audiovisual equipment
4. Telephone
5. fax machine
6. Microfilm and microfiche readers and printers