

ELYRIA PUBLIC LIBRARY

Inclusion, kindness, and respect infuse every chapter of our story!

JOB TITLE: LIBRARIAN

Department:	Youth Services, Adult Services, Small Branch, Outreach	FLSA Status:	Hourly Nonexempt
Location:	West River, Central, South, Keystone, Taylor	Position Type:	Full-Time
Starting Salary:	\$21.62 Hourly	Hours/Week:	37.5
Supervisor:	Department Manager, Branch Manager	Positions Supervised:	None

EPL's PATRON FIRST PROMISE

SMILE

Stay Positive, Professional, and Friendly – **Make** it Meaningful – **Initiate** Engagement –

Listen and Support – **Exceed** Expectations

Our commitment to creating extraordinary library experiences that positively engage patrons and leave a lasting impact!

JOB SUMMARY:

The Librarian is essential in fulfilling our library's mission by overseeing collections, initiatives, and space. This role blends customer service, collection development, and program creation to offer enriching experiences tailored to our community's diverse needs. Job duties vary by department but may involve providing outreach services to off-site locations, including operating library vehicles. Librarians may also contribute to both youth and adult services to ensure comprehensive support.

ESSENTIAL DUTIES:

Customer Service

1. Maintain a professional, friendly, and approachable demeanor, ensuring exceptional customer service and fostering an inviting environment for all library users.
2. Engage with patrons proactively to assess needs and provide personalized assistance.
3. Respond to reference and information inquiries thoroughly, conducting research when needed.
4. Assist and instruct patrons in accessing resources, services, materials, equipment, and databases effectively.
5. Proactively resolve issues, including patron complaints, using good judgement, practical reasoning, and in line with library policies and in the community's best interests.
6. Perform circulation duties when necessary to maintain exceptional customer service standards.
7. Maintain regular communication with the manager to clarify expectations, goals, and objectives.
8. Provide personalized reader's advisory using resources and materials in a variety of formats.

Program Development and Promotion

9. Develop and implement engaging programs both on-site and through outreach, aligned with library standards and target audiences, and may include collaboration to facilitate system-wide library programs.
10. Develop and lead community engagement initiatives on relevant topics to strengthen community presence and collaboration.
11. Create and distribute promotional materials, including displays, to increase library awareness.
12. Collaborate with community partnerships, schools, other educational institutions, and various community organizations to promote library resources, services, and execute programs.
13. Pursue continuous professional development and innovative strategies to help advance library services.
14. Exercise functional supervision over team members and assist in directing services as directed.

Technology and Resource Management

15. Create maker spaces, providing tools and resources for patrons to explore hands-on learning, artistic expression, and creativity.
16. Proficiently operate and troubleshoot library equipment and technology.
17. Instruct patrons in using electronic reference resources effectively.
18. Embrace emerging technologies to promote digital literacy and create user-centric services.

Collection Development and Maintenance

19. Manage library materials by maintaining, evaluating, and updating the collection to meet community needs, ensuring relevance and accuracy in catalog records.
20. Proactively engage with the library community, staying updated on trends and industry best practices to remain responsive and align collections, programs, and services with evolving community needs.
21. Curate and maintain special collections and other information archives as assigned.
22. Perform minor repairs on materials when necessary and promptly report maintenance issues.
23. Contribute to library collections' arrangement, organization, and presentation.
24. Other duties as assigned.

POSITION QUALIFICATIONS:

Education:	Master's degree in relevant field
Years of Relevant Experience:	Three (3) or more years preferred
Years of Supervisory Experience:	Three (3) or more years preferred
A valid driver's license, automobile insurance, and reliable personal transportation is required.	

JOB REQUIREMENTS:

1. Possess exceptional customer service skills, including the ability to effectively engage with diverse audiences with inclusivity, kindness, and respect, both in public settings and one-on-one interactions.
2. Knowledge of library services.
3. Ability to use good judgment and practical reasoning when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public.
4. Commitment to Diversity, Equity, and Inclusion (DEI).
5. Excellent active listening and problem-solving skills.
6. Ability to assess, adapt, and adjust to changing situations to meet patron needs.
7. Ability to establish and maintain effective working relationships with supervisor.
8. Ability to operate both general and role specific equipment and technology used by the Elyria Public Library, with or without accommodation.

WORK CONDITIONS:

1. The work environment entails common safety precautions consistent with office settings, including safe use of equipment, awareness of surroundings, and adherence to fire regulations.
2. The noise level in the work environment is usually quiet but may vary at off-site locations.
3. This position primarily operates at a public service desk or office space but may require frequent work at off-site locations for meetings and events.
4. Lifting objects [less than 50 pounds] and carrying them short distances [50 feet or less] is required.
5. May require working irregular hours, including evenings and weekends.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.
7. Consistent presence on the library floor and on feet while monitoring, assessing, and assisting patrons/staff in the use of the library and its equipment.

CORE COMPETENCIES:

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| • Customer Service | • Organizational Awareness |
| • Social & Emotional Intelligence | • Effective Communication |
| • Adaptability | • Positive Outlook |
| • Problem Solving | • Advocacy |
| • Collaboration | • Ethics |

PERFORMANCE METRICS:

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|------------------------------------|-------------------------------|
| • Patron Engagement | • Innovation & Creativity |
| • Patron Instruction | • Essential Technology Skills |
| • Diversity, Equity, and Inclusion | • Continuous Education |
| • Customer Satisfaction | • Administrative Efficiency |
| • Patron Awareness | • Compliance |

The purpose of this position description is to offer a comprehensive overview of the primary duties and responsibilities typically undertaken by individuals in this role. Employees may be asked to perform job-related tasks beyond those explicitly outlined in this document. Reasonable accommodations will be made for persons with disabilities covered by the American with Disability Act (ADA) in accordance with its requirements.
