



IBERVILLE PARISH LIBRARY

Job Description

Branch Librarian

Job Title:	Branch Librarian
Classification:	Librarian 2
Compensation:	\$30.72/hr DOE
Department:	Plaquemine Branch (Nadler Building)
Location:	Plaquemine, LA
FLSA Status:	Non-exempt, Full-time
Position Reports To:	Assistant Director of Public Services
Position Supervises:	Branch Staff

General Information

This position is responsible for the day-to-day operations of the library's main (headquarter) branch located in Plaquemine, Louisiana. Oversees and performs duties in information services, circulation, collection management, programs, and genealogy.

Facility: 20,000 square feet

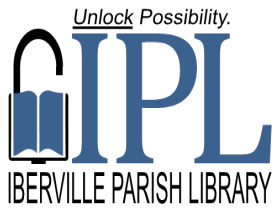
Essential Functions and Basic Duties

Assumes responsibility for effectively and efficiently supervising branch staff of 15-20.

- Leads and empowers staff to deliver effective high-quality library service
- Ensures branch procedures and tasks are completed in a timely and effective manner
- Ensures branch coverage through efficient staff scheduling. Works out scheduling conflicts and keeps direct supervisor informed of such.
- Approves staff leave requests and bi-weekly timesheets
- Trains employees with direct instruction and offers opportunities for professional development
- Assists in hiring processes and evaluates work performance
- Ensures successful teamwork among branch staff and promptly resolves staff conflicts
- Encourages, motivates, evaluates, and coaches branch staff

Oversees branch and patron services for local service area

- Works with branch staff to provide library services including reference, readers' advisory, and circulation transactions.
- Implements and articulates library policies and best practices
- Works public service desk to directly assist patrons
- Keeps branch staff informed about library services, resources, and activities
- Ensures all staff are well-trained in the use of the library's software and kept up-to-date on new features or changes.
- Ensures all staff understand and perform regular information service duties, including but not limited to, assisting in finding materials, reader's advisory needs, placing holds and requests, computer help/training, and basic research questions.



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- Handles patron complaints. Keeps direct supervisor informed of issues, requests guidance and/or help as needed.
- Serves on leadership committees as assigned to develop procedures, staff training, and other staff resources as assigned

Assumes responsibility for maintaining effective and efficient library operations

- Oversees general operations of branch
- Maintains knowledge of library policies and procedures
- Submits all assigned reports, budget requests, program paperwork, and other documents by deadline
- Supports staff in creating a welcoming environment with frequent attention to branch orderliness and appearance
- Performs regular evaluations of operations and services and consults with direct supervisor on proposed changes and improvements.
- Performs regular checks of building, equipment, and grounds. Promptly submits appropriate work order to Facility Maintenance or Technology Services to report issues. Fosters an environment of safe work habits, accident prevention, and safety concerns for patrons and staff.
- Shares responsibility for branch cleanliness with branch staff, including cleaning bathrooms, emptying trash, etc.

Assumes responsibility for developing and maintaining the library's collection

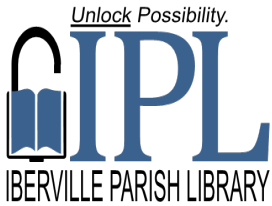
- Works with collection development to develop and maintain the branch's print and media collections.
- Works to develop and maintain a core collection of genealogical and historical materials focused on Iberville Parish and the surrounding areas, as applicable.
- Develops and maintains a current, viable circulating collection in accordance with professional library practice
- Ensures the library collection is maintained and in correct order by assigning shelving and shelf-reading duties to branch staff.
- Oversees branch inventory and weeding projects as assigned by direct supervisor
- May be assigned selection duties for a portion of the collection by direct supervisor

Assumes responsibility for engaging in learning and development activities

- Continuously improves job skills through learning and training opportunities
- Stays informed about library services, resources, events, policies, and procedures
- Develops and enhances computer and technology skills necessary for effective communication and job function
- Stays current with professional literature and keeps informed about services, trends, issues, emerging technologies, and research related to libraries. Relates ideas to the library's mission and values.
- Provides peer support and training as requested or needed

Assumes responsibility for overseeing effective programs and events for the branch

- Ensures staff develop and implement engaging events that provide opportunities for information, entertainment, and lifelong learning for the whole community
- Evaluates and regularly reassesses the needs and interests of the local community to help optimize programs.
- Work cooperatively with other library departments to provide staff for in-house and outreach events as needed. Provides library information, marketing resources and services at events, as well as presentations during civic and organizational meetings.



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Assumes responsibility for maintaining a professional work environment and effective communication with library staff and patrons

- Works efficiently both individually and with a team to support the library's mission and services to its communities
- Communicates effectively using a variety of methods
- Develops and maintains effective relationships with co-workers
- Provides information and assistance as requested.
- Responds promptly and courteously to staff and patrons
- Informs supervisor(s) and/or library management of any significant areas of concern.

Assumes responsibility for related duties as required or assigned

- Ensures library areas are clean, secure, and well maintained.
- Completes special projects or other duties as assigned

Qualifications

Education & Experience

Master's degree in library and information science

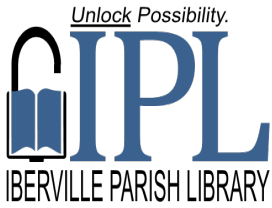
PREFERRED: One (1) year of supervisory experience in a public library setting

Required Knowledge

- Knowledge of general library principles, policies, and procedures
- Knowledge of library materials and resources
- Knowledgeable in methods of storing and retrieving library materials.
- Knowledge of classification methods.

Skills/Abilities

- Effective communication skills.
- Good interpersonal skills and public relations skills
- Proficient keyboarding skills and understanding of Microsoft Office applications.
- Ability to perform basic email tasks
- Ability to navigate the Internet
- Advanced knowledge of mobile devices and social media.
- Must possess the ability to learn and utilize a variety of library technologies
- Ability to learn and perform basic routines of library operations.
- Research skills and ability to use digital and print resources.



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Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls, the employee is occasionally required to stand; walk; sit; reach with hand and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

The noise level in the work environment is usually moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each job duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Iberville Parish Library is an equal opportunity employer.

Conditions of Employment: assessment test, degree transcripts (if applicable), copies of diploma(s) earned, successful background check, successful drug screening.