

## **LIBRARIAN: Senior Services, Youth Services (Part-time)**

1. Title: Librarian
2. Reports to: Library Director
3. Purpose and scope of the job:
  - Professional work in all areas of one or more of the following:
    - Children Services – ages 0-11; includes:
      - Collection development for infants – 5th grade
      - Programing, including outreach programs such as OutReads, for infants – 5th grade
    - Senior Services – ages 55+, includes:
      - Collection development for adults 55 and older
      - Programming, including outreach programs such as Branching Out, presentations at local nursing homes and retirement centers, and the Homebound program for adults 55 and older
      - Coordinator of the Senior Advisory Group
    - Genealogy / Iowa History Services – includes:
      - Provide assistance with genealogy and Iowa history research
  - Involves directing, planning, coordinating, and controlling all the activities in a department or program area of an active, medium-sized municipal public library
  - Includes but is not limited to programs within the library and at outreach centers (day care, senior centers, schools, etc.)
  - Utilizes books, stories, songs and other library resources
  - Programming may include presenting programs, teaching classes, etc.
  - Includes responsibility for displays and exhibits in department or program area
  - Supervises aides and volunteers when necessary
  - Is a City of Dyersville employee
  - Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
  - When assigned, is person in charge of the library when the Library Director or Assistant Director is unavailable
4. Specific Duties:
  - Circulation
  - Reference
  - Reader's advisory
  - Information literacy
  - Assist patrons with computers (word processing, web searching, etc.)
  - Public relations activities in collaboration with Assistant Director (for assigned program areas)
  - Collection development, including books, periodicals, and non-print materials (for assigned program areas)
  - Programming (for assigned program areas)
  - Supervision of bulletin boards, decorating, displays and exhibits (for assigned program areas)
  - All librarians will be responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift. Modifications to these expectations may be made at the

library director's discretion if a librarian is working alternative evening or weekend hours.

- All librarians will work a minimum of 10 hours per week as "Librarian in Charge"
- Supervision of subordinate employees, volunteers, etc. when are "Librarian in Charge"
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manage the library when the Director and Assistant Director are unavailable
- Continuing Education as recommended or approved by the Library Director
- Related work as required

5. Knowledge, Abilities, and Skills:

Required: Knowledge of the mission, purpose and policies of the library

Knowledge of materials, authors and publications in one or more program area

Knowledge of the principles and practices of librarianship

Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.

Knowledge of computers and technology

Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft office, Internet browsers, email, etc.

Ability to plan, organize, and carry out library activities

Ability to prepare and maintain work records

Knowledge of social networking, including web sites, blogs, Facebook, twitter, etc.

Preferred: Knowledge of programming techniques

6. Education and Experience:

Required: B.A. or equivalent combination of education and experience  
Certification at any level by the State Library of Iowa within 2 years of start date

Preferred: Experience in library services and tasks

7. Permanent part-time position, requiring some evenings, week-ends, and flexibility to meet requirements of programming / average work week of 20-25 hours.

(Previous Youth Services, Senior Services and Adult Services Librarian job descriptions were merged into this one position in 2011)  
Approved 5/2011, revised 5/2014, revised 11/2015, revised 9/2021