

Branch Librarian

Job Description

A. Purpose of Job

To supervise the operation of a branch library and provide library service to patrons.

Works under the supervision of the Administrator/Librarian, who issues instructions regarding work assignments and who reviews work for conformance to policies and procedures. Responsible for the diversified library work necessary for the smooth operation of branch library. Responsible for overseeing circulation activity, including the issuing, return and record keeping procedures of branch library. Assigns job tasks to library assistants. Assists patrons in selection and location of services and books. Does related work as required.

B. 1. Type of Work

Librarianship, supervisory duties.

2. Relationships

Ability to work with the public, other staff members, volunteers, and the Board of Trustees. Ability to meet the public and have an interest in serving them. Be a liaison with the community and the branch representative.

3. Primary Duties

- General supervision of branch library with responsibility for appearance and security of the facility.
- Collection development and management, including selection, circulation, and weeding of materials.
- Promote library service to community groups and local school districts.
- Work at the circulation desk, which involves answering the telephone, assisting students and the public with research, and assisting patrons in finding desired materials.
- Provide reference and reader advisory services to the public using on-line reference databases, the internet, and print reference resources.
- Supervise and train library assistants, substitutes, volunteers and other workers.
- Arrange for staffing to cover published hours of operation.
- Arrange for interlibrary loan of requested materials not held in the branch library.
- Prepare overdue notices, keep records and prepare required reports, including submission of weekly time sheets to Montrose, and monthly reports to the Board of Trustees.
- Co-ordinate reading programs for both adults and youth, and be a part of the Summer Learning Team. Help develop programs for library patrons.
- Raise funds, as needed, for special projects or purchases

4. Secondary Duties

- Register patrons for Access Pennsylvania.
- Shelve books and other materials.

--Participate in system-wide book, material and ebook meetings.

--Attend professional meetings.

--Select items to be purchased from memorial donations.

--Responsible for recording and sending monies received in the branch location to Montrose for deposit

--Oversee maintenance of library equipment, including copier, fax, and other items

C. Hours Full Time

D. Supervision

Responsible to the Administrator/Librarian.

E. Requirements: Preferred—Two years of college with nine credits in Library Science.

Willing to obtain nine credits in Library Science will be considered. Strong computer skills and a thorough understanding of internet use and application along with knowledge of Microsoft Office and email.

Susquehanna County Historical Society and Free Library Association

Employment Application

Name: _____

Date: _____

Address: _____

Telephone #: _____

E-Mail Address: _____

Education

High School: _____

Graduation Date (or last year completed): _____

College: _____

Degrees, Dates Attended: _____

Graduate School: _____

Degrees, Dates Attended: _____

Work Experience

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Special Abilities (please list)

References

Please list three references with addresses and telephone numbers.

Is there anything else you would like us to know?