

JOB DESCRIPTION
Rappahannock County Government



Position: Librarian
Department: Library
FLSA: Exempt

GENERAL STATEMENT OF JOB:

The job of Librarian performs intermediate technical work assisting patrons and providing reference services; provides patron services and community outreach; develops and maintains library collections; performs circulations duties; promotes library resources and information services; maintains records; prepares reports; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate library personnel, if needed, and volunteers. The Librarian performs other duties as assigned to further the goals and objectives of the Rappahannock County Public Library.

This position reports to the Library Director.

ESSENTIAL FUNCTIONS

These essential functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs reference tasks and reader advisory services in person, by telephone, and by email.
- Uses library catalog, interlibrary loan services, online databases, reference books, and various resources to find and deliver information.
- Instructs and assists patrons in use of catalog, resources, and materials.
- Staffs circulation desk; operates automated, integrated library systems and technology; provides direct public service, including policy explanation, customer registration and verification, material organization and fee collection.
- Informs patrons of library services, procedures, and resources.
- Assists patrons in the use of technology and troubleshoots problems, e.g. computers, copiers, printers, electronic materials.

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- Prepares, promotes, and presents various programs and library tours for targeted age groups.
- Performs community outreach and represents the library at community events.
- Uses community/library data, journals, vendors, and other media to select well-balanced and diverse materials for appropriate collections.
- Acquires, catalogs, and weeds materials for appropriate collections.
- Maintains statistics, organizes data, and prepares various reports.
- Acts as Manager when required; opens and closes facility.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of reader interest levels; thorough knowledge of adult and youth literature; thorough knowledge of library reference, adult, youth and other library services; thorough knowledge of library system computer applications and word processing; thorough knowledge of library reference materials and research techniques; ability to learn and independently use office equipment, software suites, and specialized databases; ability to maintain accurate records and statistics, and complete accurate reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates, library patrons, and the general public.

PHYSICAL REQUIREMENTS:

This work requires the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects; work regularly requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EDUCATION AND EXPERIENCE:

Any combination of education, experience and training equivalent to graduation from an accredited college or university; a Master's Degree in Library and Information Science from an ALA credited library school is preferred, and some professional library experience is recommended.

Relevant training and experience in library setting and/or closely related field with the

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intent to pursue a library degree considered. Skilled with office equipment and technological resources.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of Professional Librarian Certificate issued by the Commonwealth of Virginia.

Valid Virginia Driver's License.

A successful criminal background check investigation is required as a pre-condition of hiring for employees working with youth.