

ROLLING MEADOWS LIBRARY
Job Description

Job Title: **Reference Librarian**
Department: **Reference Services**
Reports To: **Director of Reference Services**
FLSA Status: **Non Exempt**
Approved: **5/2023**

SUMMARY

This position provides adult reference and adult non-fiction services to the community utilizing a variety of information resources and techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned).

- Staffs the Reference desk as scheduled providing reference service to the public in person, by phone and via email.
- Assists the public in locating and using print and electronic resources
- Executes collection development for assigned selection area(s)
- Reads professional literature and is aware of new library resources, trends, practices and technological advances
- Familiar with cell phones, tablets, computer software, Microsoft Office and Google Tools as they pertain to library products and services
- Provides e-resource training both individually and in a large group setting
- Assists in the development, planning, and presentation of reference department programming
- Creates department displays highlighting non-fiction materials and department programs
- Provides department policy and procedure recommendations Prepares reports as requested
- Surveys building regularly to ensure safety and alerts the Person In Charge to any unsafe situations
- Sorts, shelves, and maintains books and other library material in an orderly fashion
- Attends professional conferences and meetings
- Serves as PIC as needed and performs tasks as outlined in the current closing procedures checklist

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Master's of Library Science degree (MLS).

OTHER SKILLS AND ABILITIES

Possess excellent communication skills

Ability to work independently and as a member of a team

Possess an enthusiastic and positive public service attitude

Ability to use good judgement following procedures in support of library policies

Ability to exercise initiative

Strong organizational and attention to detail skills

Knowledge of computer use procedures in public service areas

Ability and skill to use computers and relevant software

PHYSICAL DEMANDS

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

While performing the duties of this job, it is necessary to listen to and talk with patrons. The employee is regularly required to sit for long periods of time. The employee must occasionally lift and/or move up to 50 pounds. While performing sorting and shelving duties, which includes pushing book carts, the employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. The employee must also stoop, kneel, and crouch to locate and organize library materials.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.