

POSITION DESCRIPTION
GARY PUBLIC LIBRARY

An Equal Opportunity Employer

Page 1 of 3

Job Title: **REFERENCE LIBRARIAN**

Department: Reference

Immediate Supervisor: Reference Manager
Assistant Reference Manager (work supervision)

Positions Supervised: As assigned

JOB RESPONSIBILITIES:

Under general supervision, the Reference Librarian assists patrons in locating, selecting and reserving library materials and in utilizing the library's computers, provides reference and reader's advisory services, maintains government documents, as assigned and assists with the development and maintenance of the department collection.

QUALIFICATIONS:

Master's degree in library science from an accredited American Library Association institution or an Indiana LC-4 Certification.

WORKING CONDITIONS:

The Reference Librarian will be required to work a flexible schedule including evenings and weekends.

Position available for in-house and outside applicants. Salary range \$27,181 to \$36,577. Please submit resume and letter of interest to: Dionne Knox, Executive Asst./HR Coordinator, 220 W. 5th Avenue, Gary, IN 46402 or electronically to: knoxdc@garypubliclibrary.org.

An individual who poses a direct threat in the health and safety of others in the workplace will be deemed not qualified for this position

Date Submitted: August 2001

Bargaining Unit:
Non-Exempt Exempt

Pay Grade:
Salary Range:
Overtime: Eligible
Admin. Prof. Exec.

GARY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Library policies and procedures* • Library science and information technology • Adult, reference and information services • Collection maintenance techniques • Interlibrary loans (ILL) • Government documents • Archival principles and practices • Reader interest levels and materials selection tools • Wide range of books and authors • Library material processing methods and procedures* • Electronic information resources • Automated catalog system* 	<ul style="list-style-type: none"> • Organize, prioritize and coordinate multiple tasks • Develop and implement library programs • Communicate effectively in written and oral form • Prepare accurate and concise reports • Interact and respond appropriately to patrons • Present a professional image to the public • Maintain effective working relationships with supervisor and co-workers • Maintain confidentiality

**May be acquired after hire.*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)
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60% PUBLIC SERVICE

- ★ Assists patrons with utilizing the department's services and materials:
 - Answers reference and technical questions
 - Provides library instruction
 - Performs reader's advisory and booktalks
 - Instructs patrons on library services
- ★ Assists patrons in locating and selecting books and other materials
 - Conducts searches of electronic databases
 - Places book and material requests
 - Processes interlibrary loans and reserve requests
- ★ Assists patrons in using library services, equipment, reference materials, electronic databases and software
- ★ Enters patron and library material information into computer system
 - Coordinates department activities with library events
 - Assists with maintaining department files, records, indexes and statistics
 - Communicates the mission, goals and objectives of the library

★ *Denotes an essential function of the job*

Date Submitted: August 2001

PREPARED BY GORTZ & ASSOCIATES, INC.

GARY PUBLIC LIBRARY

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)
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25% COLLECTION MAINTENANCE

- ★ Assists with developing and maintaining an assigned area of the reference and adult collections
- ★ Interprets and applies collection development principles and policies
 - Performs on-going examination, weeding and upgrading
 - Evaluates materials and resources in various formats
 - Orders and selects new and replacement materials
- ★ Inspects library materials
 - Evaluates damaged or worn materials
 - Forwards to bindery or donation
- ★ Maintains knowledge of available materials and patron reading preferences
 - Maintains orderliness of library displays, shelves and furniture
 - Prepares booklists and other bibliographic tools
 - Prepares collection related displays

5% REFERENCE SERVICES

- ★ Assists Reference Services Manager
 - Participates in developing policies and procedures
 - Assists with developing and implementing improvements in services
 - Assists with supervising the department in the absence of the other managers
- ★ Participates in library planning efforts to extend and enhance department services

5% COMMUNITY RELATIONS

- Participates in community activities as a representative of the library
- Speaks before community groups

5% MISCELLANEOUS

- Conducts library tours and instructional training, as needed
 - ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
 - Attends meetings and serves on committees, as requested
 - Performs additional duties and assignments, as requested
- ★ *Denotes an essential function of the job*

Employee Signature

Date

Date Submitted: August 2001