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|  <p style="text-align: center;">CITY OF MILES CITY</p> <p style="text-align: center;">Position Description</p> <p style="text-align: center;"><i>Youth Services Librarian</i></p> | Last Revised | |
| | Effective | |
| | FSLA Exempt | Non-Exempt |
| | Job Class | Administrative |
| | Department | Library |
| | Accountable to | Library Director |

SUMMARY OF WORK

This position is responsible for planning and presenting services and programs for youth and maintains the library computer systems, and customer service.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

1. Plans and presents programs and services for youth.
2. Knowledge of reading materials, including classic as well as popular youth reading collections
3. Maintains the youth section of the library
4. Makes recommendations regarding youth materials
5. Provides a comfortable, pleasant atmosphere for youth and their parents
6. Works the circulation desk, and helps the public locate the information needed
7. Help patrons with technology or equipment
8. The Youth Librarian shall cross train in other areas of the library in order to be able to perform the duties of other librarians and technicians to meet staffing needs.

MINIMUM REQUIREMENTS

Education (knowledge)

High School Diploma required. This position requires knowledge of youth literature and library practices and procedures.

Experience (skills, abilities)

This position requires the ability to relate to youth. This position requires the use of computers, automated library equipment, and the ability to communicate effectively, patiently, and courteously with employees, patrons and other community members. This position requires the ability to work with minimal supervision, prioritize tasks, and communicate effectively with patrons and other librarians.

Certificates/Licenses

DESIRABLE QUALIFICATIONS

Knowledge: Some college course work and/or library experience preferred. Any equivalent combination of experience and training that indicated possession of the knowledge, skills, and abilities listed.

Skills:

Abilities:

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand - Regularly

Sit - Regularly

Lift - Regularly

Noise - Minimal

Hazardous materials exposure - Never

Travel - Seldom

Other

PHYSICAL REQUIREMENTS

Must be able to lift at least 50 lbs., push carts, carry and shelve books, boxes, and equipment.

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.


HR Director: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature

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|---|----------------|------------------|
|  <p style="text-align: center;">CITY OF MILES CITY</p> <p style="text-align: center;">Position Description</p> <p style="text-align: center;"><i>Librarian/Archivist</i></p> | Last Revised | 10/22/2019 |
| | Effective | 04/07/2008 |
| | FSLA Exempt | Non-Exempt |
| | Job Class | Technical |
| | Department | Library |
| | Accountable to | Library Director |

SUMMARY OF WORK

This position maintains the Montana Room collection, performs historical archiving, is responsible for local/Montana historical research, maintains the library visual collection, Federal Depository program, Circulation desk and shelving, and various other library related duties.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

1. Conducts research into local/state history queries as posed by public whether in person or through distance communication (phone, postal service, email, etc.)
2. Maintains Federal Document Depository materials
3. Keeps the Montana Room in order, including shelving books and maintaining vertical files
4. Maintains periodical area, audio/visual shelves, and circulating Montana Collection
5. Routine library duties
6. Works circulation desk
7. Shelf books in a timely manner
8. Maintain neat and orderly workspace
9. Makes calls related to overdue items
10. Uses proper courtesy in phone and personal contacts
11. Maintains patron confidentiality
12. Demonstrates flexibility and ability to adjust to change
13. Performs other library duties as required

MINIMUM REQUIREMENTS

Education (knowledge)

High School Diploma or equivalent

Experience (skills, abilities)

Requires use of computers and automated library equipment, proper recordkeeping, good interpersonal skills. Attention to detail, and adherence to standards of confidentiality, knowledge of archiving collections, and the ability to interact with the public. Must be able to push carts, carry and shelf books and other library materials. Ability to communicate both orally and in writing.

Certificates/Licenses

DESIRABLE QUALIFICATIONS

Knowledge: Bachelor's degree with coursework in research, history, or art, or related experience. This position requires a thorough knowledge of research methods, procedures, and references tools. In addition, the Librarian/Archivist must also be able to present materials to the public, knowledge of archiving, organized arrangement, preservation, and ability to communicate with audiences of all ages. The Librarian/Archivist shall cross-train in other areas of the Library and be able to perform other duties as required.

Skills: Use of computers and automated library equipment, proper record keeping, good interpersonal communication

Abilities: Interact well with staff and the public, assess information needs of patrons, communicate effectively, orally and in writing

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand - Frequently

Sit - Frequently

Lift – Up to 50 pounds with assistance

Noise - Seldom

Hazardous materials exposure - Never

Travel - Seldom

Other

PHYSICAL REQUIREMENTS

The following physical demands are typical of those encountered at the job site and must be met in order to successfully perform the essential duties of the position. The employer provides reasonable accommodation to individuals with disabilities to assist them with performing these duties:

Requires walking, standing, climbing, balance, stoop and bend; talk and hear; reach with hands and arms; lift and carry up to 50 pounds with assistance. Required vision includes close vision and ability to adjust focus.

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.

HR Director: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature

CITY OF MILES CITY
POSITION DESCRIPTION

POSITION: Circulation/Interlibrary Loan

DATE: September 1, 2007

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

SUMMARY OF WORK: This position is responsible for duties relating to circulating library materials, interlibrary loan materials, and customer service.

JOB CHARACTERISTICS:

Nature of work: Position requires attention to details and accuracy in the process of organizing and shelving materials, knowledge of interlibrary loan program, and commitment to public service.

Personal Contact: Continual contact with the public, interlibrary loan librarians, staff, and volunteers.

Supervision Received: From Library Director

Essential Functions: Position requires intermediate computer skills, and the ability to operate basic office equipment. Must possess written and verbal communication skills. Must be able to lift at least 50 lbs., push carts, shelve and carry books, boxes, and equipment.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Specific Duties: Organizes and shelves library materials according to standard library procedures. Have knowledge of the Dewey classification system, and methods of organizing literary collections for the public. Acquires reading materials for patrons through the interlibrary loan program. Works the circulation desk, and helps the public locate the information they need.

General Duties: Helps patrons acquire materials from other libraries, helps patrons with technology, and uses proper courtesy in phone and personal contacts.

JOB REQUIREMENTS:

Knowledge: This position requires intermediate computer skills, knowledge of cataloging practices, use of the Dewey System, and basic organizing skills. The Circulation/Interlibrary Loan Librarian shall cross-train in other areas of the Library in order to be able to perform the duties of other librarians and technicians to meet staffing needs. Be willing to work a varied schedule including evenings and weekends,

Skills: this position requires the use of computers, library equipment, proper record keeping, and the ability to communicate effectively, patiently, and courteously with employees, patrons, and other community members.

Abilities: This position requires the ability to work with minimal supervision, prioritize tasks, and communicate effectively with patrons and other librarians.

EDUCATION AND EXPERIENCE:

High School Diploma required, some college course work and/or library experience preferred. Any equivalent combination of experience and training that indicate possession of the knowledge, skills, and abilities listed.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of performance criteria include, but are not limited to the following:

- Completes interlibrary loans in a timely manner
- Promptly notifies patron of availability of reserved materials
- Completes assigned shelving in a timely manner
- Ability to work flexible hours and weekends
- Demonstrates flexibility and ability to adjust to change
- Teamwork approach to the job by cooperating with others, offering to help others when needed