

**McHenry Public Library
Job Description**

Job Title: Associate Librarian

Reports To: Department Manager
Part/Full-time, Non-

Date Created: April 18, 2015

Status: Exempt

Date Revised:

Summary:

Supports the various Depts. by performing various clerical, program and customer service duties while also assisting Librarians with collection development, materials selection and program tasks. This position may perform some Librarian I duties as assigned.

Essential Duties and Responsibilities include the following:

- Provide quick and accurate routine reference, readers' advisory and bibliographic assistance
- Prepare brochures, press releases and bibliographies
- Plan and coordinate library sponsored programs
- Train new staff in departmental procedures
- Assist library patrons
- Other duties may be assigned

Adult and YP Services

- Assist patrons with automated card catalog and library resources
- Assist patrons with the use of computers
- Answer question for adult and YA/children (in-person, telephone, email, etc.)
- Creation of bibliographies and other lists
- Assist on coordinated programs with Adult Service staff and PR Manager for displays, signage, and posters
- Participate, design and develop various library programming, crafts and displays
- Attend in-house and outside CE activities
- Assist in library outreach

Circulation/ILL

- Organize and perform all daily circulation functions using ILS
- Identify, research and resolve customer issues
- Handle customer collection accounts and issues
- Assist in scheduling staff and maintaining all staff timecard records.
- Assist in scheduling/maintaining all public meeting rooms.
- Work with OCLC First Search to fill and request ILLs
- Process bills for lost/damaged materials
- Keep track of ILL statistics

- Work with Pages and Circ. staff to unpack, process pack and mail ILL van delivery items
- Call/notify patrons and other ILL libraries concerning ILLs, due/returns/damages/no pick-up, unavailable
- Use ILS system to create brief records and place holds
- Answer telephone, e-mail and letter questions concerning ILLs - problem solve and deal with patrons directly
- Attend various Circ/ILL meetings representing MPLD

Technical Services

- Familiarity with ILS (Sirsi-Dynix) Cataloging and Acquisitions modules for a variety of TS function
- Dealing with periodical/magazine vendors
- Process newly received materials
- Complete 'received process' for items in ILS
- Communicate effectively with Dept. selectors for item information
- Ability to understand selection process and ILS workflow
- Work with Periodicals and vendors as subscription coordinator
- Weed magazines as per Dept. Manager wishes and physically shift position on shelves
- Possible materials selection duties, use of ILS to check circulation/popularity
- Creating labels for periodical signage
- Sorting and distributing TS mail

Supervisory Responsibilities

None

Staff Values Translate into Service Excellence

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

Key Beliefs

- It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
- Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
- Display a positive, friendly, open and communicative attitude to all staff and patrons.
- Follow the Golden Rule. Always 'treat staff and patrons as you would wish to be treated' – with integrity, respect and courtesy.
- Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).

- Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
- Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
- Be responsible and proactive for your own training, understanding your job and understanding your place in the library.

Qualifications

- Associate degree required
- Bachelor's degree preferred
- 1+ years of previous public library experience
- Excellent written and verbal communications skills
- Excellent customer service and telephone skills
- Familiar with automated library circulation and bibliographic systems (ILS) and OCLC
- Proficient with computers, internet and MS Office
- Strong organizational skills
- Detailed orientated, problem solver
- Able to multi-task and be a team player

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

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

Work Environment

The noise level in the work environment is usually moderate.