

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM
JOB DESCRIPTION**

DATE: August 2010

POSITION TITLE: Librarian

FLSA STATUS:

Full-Time – Exempt

Part-Time – Non-Exempt

REPORTS TO: Head Librarian

PAY GRADE:

JOB SUMMARY:

Provides reference, Reader's Advisory instructional services, etc. to customers. Administers and interprets library policies and procedures and participates in collection development and implementation of long-range plan. Maintains a warm, friendly and welcoming environment.

ESSENTIAL FUNCTIONS:

- Answers reference question in-person, over the phone and electronically.
- Guides customers to locate materials and resources they are seeking.
- Assists with circulation services and shelving as needed.
- Assesses, weeds and selects materials to maintain a well-rounded collection.
- Reads journals, newspapers, magazines and on-line sources to stay current with new materials and current local and/or national trends.
- Creates displays, reading lists, brochures, exhibits and on-line content.
- Maintains files for references, special collections, pamphlets and periodicals as assigned.
- Creates and runs programs that will interest a variety of customers.
- Attends community functions to promote and create awareness of library services and programs.
- Serves as librarian in charge in the absence of the Head Librarian.
- Participates in professional organizations, serves on committees as needed and enrolls in continuing education opportunities as required.
- Participates in special projects
- Handles and/or refers complaints with tact and professionalism.
- Recommends service and policy improvements
- Advocates for the library in a variety of situations

SUPERVISORY RESPONSIBILITY:

This position has no direct supervisory responsibilities, but may oversee and guide staff as needed.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Master's of Library Science Degree and State certification as a Librarian with 1-3 years of prior library service experience.

- Demonstrated advanced ability to work with computer hardware/software and to conduct routine maintenance.
- Excellent communication (listening, speaking, writing, presentation) skills.
- Ability to read and interpret information from reference sources, bibliographies, professional literature, including databases, the Internet and other non-print

sources.(Base line skills for specific Librarian positions will be provided at time of vacancy.)

- Ability to understand and carry out instructions; organize and prioritize workload effectively and work well with others.
- Possess an enthusiastic interest in books and reading, literacy and other media.
- Commitment to the principles of intellectual freedom
- Commitment to continual improvement and life-long learning
- Exhibits initiative and creativity
- Ability to work independently and collaboratively

PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to:

- Regularly talk and hear.
- Frequently reach with hands and arms; climb or balance; bend and kneel and use hands for fine motor skills such as keyboarding or sorting.
- Frequently stands, walks, or sits.
- Frequently lift and/or move up to 10 pounds and occasionally up to 25 pounds.
- Possess good visual acuity (near and mid vision continuously, and field of vision occasionally) and be able to read a computer screen.
- Occasionally required to push and/or pull carts containing up to 100 pounds.

WORK ENVIRONMENT:

While performing the duties of this job the employee will interact with a diverse group of employees and customers and a variety of work environments. The work schedule includes participation in the evening and weekend rotations. The work location may include any of CTLS' facilities.

DISCLAIMER:

This job description indicates the general nature and level of work expected by the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

Approvals:

President & CEO: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT:

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description. I also acknowledge that I may be required to work at another CTLS location as needed and that I will participate in evening and weekend rotation.

Employee: _____

Date: