

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM
JOB DESCRIPTION**

DATE: December, 2021

POSITION TITLE: Head Librarian

FLSA STATUS: Exempt

REPORTS TO: Executive Director

PAY GRADE:

JOB SUMMARY:

Responsible for the day-to-day operation of the Library, including personnel, the collection and the physical facility and is part of the system-wide management team. Maintains a warm, friendly and welcoming environment.

ESSENTIAL FUNCTIONS:

- Manages library personnel, including: participation in the hiring process; training and supervision of staff; development of work schedules; conducting performance reviews and monitoring time sheet completion.
- Oversees collection development, including selection and weeding of library materials.
- Plans and supervises all library programming.
- Acts as a liaison to Friends, community organizations, system headquarters, local schools, etc. and attends meetings as needed.
- Serves customers by providing computer assistance; answering reference questions and providing Reader's Advisory, etc.
- Participates in outreach to the community through school visits, library tours and attendance at community events.
- Maintains a safe library facility and ensures that HVAC, bathrooms, fire and burglar alarms, etc. are working properly.
- Participates in system level decision making by attending meetings, recommending service improvements, assisting with special projects, implementing long-range plan and contributing to policy and service development.
- Participates in professional organizations; serves on committees as needed and enrolls in continuing education opportunities as required.
- Reads journals, newspapers, magazines and on-line sources to stay current with new materials and current local and/or national trends.
- Monitors personnel and materials budget.
- Oversees customer satisfaction survey
- Collects statistics and compiles related reports
- Handles and/or refers complaints with tact and professionalism
- Advocates for the library in a variety of situations

SUPERVISORY RESPONSIBILITY:

This position has direct supervisory responsibilities and carries out supervisory responsibilities in accordance with the Library's policies, procedures and applicable local, state and federal laws.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Master's of Library Science Degree and State certification as a Librarian with 5-7 years of prior library service experience, including 1-2 years direct supervisory experience.

- Ability to organize and direct the work of professional and non-professional personnel.
- Excellent communication (listening, speaking, writing, presentation) skills.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES (Continued):

- Ability to read and interpret library and township policies and procedures.
- Ability to use computer hardware/software for library applications.
- Ability to lead and motivate others.
- Possess an enthusiastic interest in books and reading, literacy and other media.
- Exhibits a practical and working knowledge of library resources and technology.
- Ability to gather statistics and run associated reports and to measure and evaluate customer satisfaction on a regular basis.
- Attention to detail and accuracy.
- Excellent customer service skills
- Commitment to continual improvement and life-long learning
- Superior problem-solving skills
- Exhibits initiative and creativity
- Ability to work independently and collaboratively
- Commitment to the principles of intellectual freedom

PHYSICAL DEMANDS:

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

- Regularly talk and hear and use hands for fine motor skills such as keyboarding, sorting, etc.
- Frequently reach with hands and arms; climb or balance; bend and kneel.
- 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:

Executive Director: _____ **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: _____