

**APPOMATTOX REGIONAL LIBRARY SYSTEM  
POSITION DESCRIPTION/LONG FORM Rev. 5/2010**

POSITION TITLE: Reference Librarian  
CLASSIFICATION: Librarian  
IMMEDIATE SUPERVISOR: Branch Manager  
FSLA DESIGNATION: Exempt Full Time, 37.5 hours/week

---

**Position Summary**

---

Answers reference requests in person, by telephone, or through e-mail at locations of the regional library. While on duty may act as “librarian in charge” overseeing the work of the public services staff. Responsible for other professional library duties as assigned including collection and program development.

---

**Essential Functions and Responsibilities**

---

1. Answers reference requests in person, by telephone, or through e-mail at locations of the regional library.
  - a. Examples:
    - i. Uses reference sources available in the library, including electronic databases, to answer information requests.
    - ii. Consults or refers to other sources, including other professional librarians and outside sources, when the answer to a question cannot be found in library resources.
    - iii. Shows and explains to patrons how to use library resources such as the computerized catalog, personal computers, and the microfiche reader.
    - iv. Advises patrons regarding library services available to them.
    - v. Accurately records reference statistics.
2. Acts as “librarian in charge” overseeing the work of the public services staff.
  - a. Examples:
    - i. When necessary interprets regional library policies and developed procedures.
    - ii. Supports the goals and objectives of the Board of Trustees and the Regional Library Director.
    - iii. Helps ensure that policies and procedures, adopted by the Library Board or created by the Regional Library Director within the responsibilities vested in the Regional Library Director by the Library Board, are carried out by staff.
    - iv. Depending on schedule, is responsible for the opening or closing of the library building.
3. Participates in overall library planning.
  - a. Examples:
    - i. Serves as member of Librarian Management Team.

- ii. Attends workshops, conferences, meetings, and reads professional journals in order to learn new skills and become familiar with new developments in the library field.
    - iii. Recommends policies and procedures concerning reference services in particular, and the regional library as a whole, to the Regional Library Director, normally via the Branch Manager
    - iv. Makes operational budget recommendations concerning reference services.
4. Participates in library public relations.
  - a. Examples:
    - i. Always treats patrons of the regional library in a pleasant, courteous, and professional manner.
    - ii. Compiles reference resources for the public including equipment instructions, pathfinders, bibliographies, etc.
5. Oversees a special library program and/or area of responsibility.
  - a. Examples:
    - i. Responsible for program area such as jobs outreach and/or adult literacy development.
    - ii. Develop and become proficient with a specified area of expertise and be able to present programs and trainings as part of duties.
6. Performs other related work as required.
  - a. Examples:
    - i. Selects books, videos, recorded books, and other materials for the library using the Regional Library Collection Development Policy as a guide under the direction of the Branch Manager.
    - ii. When necessary, helps with general operations of library programs or checking in and out materials, renewing items, etc. Performs other related duties as required.

---

## Knowledge, Skills, and Abilities

---

- Thorough knowledge of professional library principles, methods, techniques and procedures.
- Thorough knowledge of public library reference sources and tools.
- Expertise in the use of electronic reference resources especially in the use of online databases.
- Ability to learn and use the library computer system with high degree of efficiency.
- Desire and ability to serve the public with friendliness, tact, and diplomacy.
- Excellent written and oral communication skills.
- Ability to work well under pressure, paying close attention to detail.
- Ability to relate to patrons of all ages.
- Ability to set own priorities for work to be done and to meet deadlines.
- Ability to establish and maintain effective working relationships with staff members, government officials and staff, and the general public.
- Advanced computer knowledge base and understanding of computer networks.

---

## Work Environment

---

Administers work typically sitting in an office and standing at a public service desk, with occasional walking, light lifting and other limited physical activities. Frequent sustained operation of computer and other office equipment is required. Regular contact is made with staff members, government officials and staff, vendors, and the general public. The job is located in the library buildings. This job is based at the Appomattox Regional Library System Headquarters Branch and may require work in the City of Hopewell, Prince George and Dinwiddie counties.

---

## Education, Experience, and Training

---

Education – Bachelor Degree from an accredited college or university and a Masters Degree in Library Science from an ALA accredited library school. Possession of State Certification as a Librarian issued by the Commonwealth of Virginia to be attainable within sixty days.

Experience – 1-3 years at a supervisory and/or management level, which reflects initiative and responsiveness to the dynamic nature of public library services.

---

## Additional Qualifications

---

Requires valid driver's license and travel among various library sites. May be required to work evenings and weekends.