



APPOMATTOX

REGIONAL LIBRARY SYSTEM

APPOMATTOX REGIONAL LIBRARY SYSTEM POSITION DESCRIPTION

POSITION TITLE: Adult Services Librarian- Digital Services
CLASSIFICATION: Librarian
IMMEDIATE SUPERVISOR: Assistant Library Director
FSLA DESIGNATION: Exempt

I. **POSITION SUMMARY:** The Appomattox Regional Library System is looking for an innovative, creative librarian to work primarily at the system's Hopewell Library location as well as other locations as needed. The librarian will be open to the changing landscape and methods of providing library services to the community. The person will be responsible for providing reference services to the community including answering reference requests, providing reader's advisory and supporting digital services to the customers of ARLS.

II. MAJOR POSITION RESPONSIBILITIES

- a. Staffs the public service area of the library and provides immediate customer assistance by answering customer informational questions, questions about library resources and technology; position performs immediate troubleshooting of library equipment.
- b. Assists in using the library including its electronic resources, catalog, and databases; provides in-depth one-on-one instruction/training for customers on an appointment basis (Book-a-Librarian).
- c. Provides readers advisory services as requested.
- d. Serves as liaison to IT consultants. Schedules and evaluates repair visits to all library locations, which may involve onsite visits. Updates and revises Library website and Facebook account as needed. Runs monthly or weekly reports for library databases or utilities. Administers the telephone system, with support from IT staff.
- e. Fosters and maintains effective working relationships with vendors for ongoing maintenance, development and support concerning features and functions the library requires to maintain or enhance service and evaluate new products
- f. Collaborates with ARLS Librarian team in setting up and executing adult programs
- g. Prepares and presents training for staff on work-related topics such as new resources and services or updates of existing resources
- h. Serves as part of the Librarian Management Team to assist in developing procedures for the effective, consistent operation of the entire library system.
- i. Assists in collection development and management of the library collection; may be assigned selection responsibility for a portion of the library's collection.

- j. Stays current on trends and issues in librarianship; attends webinars, off-site professional workshops, and conferences.
- k. Serve as person in charge in the absence of management team members.
- l. Perform other work as required.

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a. Excellent organizational skills, analytical thinking, and problem solving skills, with the ability to resolve conflicts and communicate effectively;
- b. Demonstrated initiative and creativity;
- c. Strong interpersonal skills and the ability to prioritize and multi-task, including the ability to reprioritize tasks to resolve urgent issues that arise;
- d. Sound judgment with the ability to use discretion in making evaluative judgments and working with a diverse customer base;
- e. Ability to work independently, develop, plan, and implement short and long-term goals, and complete projects by deadlines;
- f. Ability to collaborate on many different levels and resolve problems;
- g. Advanced computer skills, experience with Microsoft Office, and the ability to adapt to constantly changing procedures and computer systems;
- h. Ability to sit at a desk and/or computer for extended hours, read computer screens and use computer keyboards;
- i. Physical demands of the job include a great deal of sitting, typing, standing, walking, and lifting and occasionally shifting books or other media.

IV. ADDITIONAL QUALIFICATIONS

The position requires a valid driver's license and travel among various library sites. The position includes working evenings and weekends as assigned.

V. ACCEPTABLE EDUCATION AND EXPERIENCE

Minimum qualification is a Master Degree in Library Science from an ALA accredited college or university. Prior public library experience preferred.

VI. SALARY

Salary for the position is \$ \$52,213 with benefit package including holiday, personal and sick leave, health insurance, and retirement