

# MERIDIAN LIBRARY DISTRICT

## Community Librarian



---

### **Position Summary**

The Community Librarian performs a variety of professional librarian duties at library facilities and in the community, upholding the District's mission, values, and service philosophy. This position develops, designs, implements, and evaluates library programs, events, and services; primarily focused on engaging adults and seniors.

Librarians at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

### **Duties and Responsibilities**

*Essential*

#### ***Project Management***

The Community Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District's strategic goals and are responsive to community needs. Leads and actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives; supports clear communication between library administration, management teams, committees, and library staff.

#### ***Partnerships, Programs, and Community Engagement***

The Community Librarian researches, develops, and implements new and innovative initiatives, programs, community events, and library services to generate measurable learning outcomes, interest, and enjoyment for the community. Designs programs and events primarily focused on engaging adults and seniors while adhering to the District's strategic priorities and budget

---

*Adopted by the Meridian Library Board of Trustees n.d.*

*Reviewed and Board Approved August 16, 2023*

allocations. Working with the Branch Manager, coordinates with outside presenters and community partners, negotiates presenter contracts, experiments with new ideas or concepts, and collaboratively works with library staff across the District to implement ideas. Continuously evaluates library programs and services to make improvements based on patron, community, and management feedback. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Establishes and maintains community partnerships and provides embedded library service to organizations within the Meridian community.

### ***Customer Service***

The Community Librarian provides excellent customer service, makes customer focused decisions based on library policies and procedures, and resolves patron concerns in a positive, friendly manner. Drawing upon advanced knowledge of library resources and practices, provides a variety of library services including circulation, informational and reference assistance, readers' advisory, and technology help to a variety of patrons from diverse backgrounds, professions, and ages. Facilitates access to the library collection and services, providing reference interviews to advise patrons about library materials, resources, and technology equipment. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

### ***Research and Reporting***

The Community Librarian is well-versed in public library trends and practices; a wide range of materials, authors, and library resources for all ages; senior development needs; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities. May present, on occasion, to library administration and the Library Board of Trustees. Maintains accurate records, collects statistics, tracks library program performance measures, and prepares reports related to library services and events as requested by administration. Maintains public calendars to ensure room availability and program promotion.

### ***Operations***

The Community Librarian performs duties required of daily library branch operations. Performs circulation duties including issuing cards, checking materials in and out, reserving books, and collecting fees. Maintains confidentiality of patron information. Answers phones and responds to digital inquiries. Promotes library collections, services, and programs. Leads and develops staff training. May act as person in charge in the absence of a supervisor or manager.

---

*Adopted by the Meridian Library Board of Trustees n.d.*

*Reviewed and Board Approved August 16, 2023*

## *Marginal*

Drives library vehicles, which may include bookmobile and sprinter vehicles, to provide library programs and services to patrons within the Meridian Library District's boundaries.

May work with and/or direct the work of volunteers in providing library services.

Supports the general state and appearance of library collections and shelves. Assists with creating appropriate and appealing collection displays.

May apply for outside grants and sponsorships for supplemental funding as authorized by library administration.

Performs other duties as assigned.

## **Qualifications**

### *Minimum Qualifications*

#### ***Knowledge, Skills and Abilities***

Demonstrated commitment to diversity, equity, and inclusion.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system, and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Understands the principles of project management in libraries. Experienced in creating and administering surveys and other evaluation tools to establish, measure, and evaluate program outcomes.

---

*Adopted by the Meridian Library Board of Trustees n.d.*

*Reviewed and Board Approved August 16, 2023*

Must be able to work alone at a location and be able to juggle multiple priorities. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

### ***Experience***

1-3 years of professional library experience with program or event planning and evaluation experience.

### ***Education***

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field

### ***Training, Licenses, or Certifications***

Valid driver's license in good standing or the ability to obtain one.

### ***Supervisory Responsibility***

None

### ***Preferred Qualifications***

Bilingual, preferably Spanish-English or Russian-English.

Knowledge and experience researching community development. Experience providing needs assessments and service analysis.

## **Working Conditions**

### ***Physical Requirements***

This position requires the employee to routinely sit, stand, walk, crouch or squat, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally kneel, balance, twist/turn; seldom crawl and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 25-50 pounds and push/pull objects weighing up to 50 pounds.

---

*Adopted by the Meridian Library Board of Trustees n.d.*

*Reviewed and Board Approved August 16, 2023*

### ***Mental Requirements***

This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math. Requires independence in decision-making and a comfort level with autonomy.

### ***Technology, Equipment, and Devices***

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email and cloud environments. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

This position requires operation of a vehicle on behalf of the District, which may include a bookmobile or sprinter.

### ***Work Environment***

This position requires the employee to be subjected to repetition, working alone, working remotely, working around others including community partners and volunteers, verbal and face-to-face contact; inside and outside environments which may include extreme weather conditions, dust, odors, mist, gasses, or other airborne matter; mechanical equipment and moving parts; working in community facilities and may be exposed to uneven walkways and door sills at those facilities and ice in parking lots and sidewalks.

### ***Expected Hours and Location of Work***

This position requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule and work location are subject to change at the discretion of management to support operational needs.

This position works a full-time schedule of 40 hours per week.

### ***Expected Travel***

This position requires routine travel between Meridian Library District locations and community events within the Lynx Library Consortium boundaries; limited travel for training and conferences.

---

**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

---

*Adopted by the Meridian Library Board of Trustees n.d.*

*Reviewed and Board Approved August 16, 2023*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.