



An Equal Opportunity Employer

POSITION AVAILABLE: PUBLIC SERVICES LIBRARIAN (BRANCH)

Job Title:	Public Services Librarian (Branch)	Pay Type:	Hourly
Status:	Full-time	Pay Rate:	\$21.51-\$26.00 DOE
Hours per week:	40 or as needed based on business need	Benefit Eligibility:	Eligible for Benefits

Position Close Date: Open Until Further Notice

Benefits: The Library offers a competitive benefits package to regular, full time employees that includes 100% employer paid monthly health insurance premium for employee Medical, Dental, and Vision coverage with the option to add dependents and spouse at reasonable, low cost rates. Regular, full time employees are also eligible for an employer sponsored Unum Life Insurance, Health Reimbursement Account, PERSI Retirement, Voluntary 401k, Voluntary Group Term Life Insurance, and Aflac. Full time employees are eligible for paid holidays and 16 hours per month of paid time off according to the library's generous PTO policy. View the full benefits package [here](#).

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Position Summary

The Public Services Librarian performs professional librarian duties providing customer service, program development, training and direction to library patrons, staff members, and volunteers. Works with customers, members of the community, and staff to access a variety of information resources ranging from conventional to those available by advanced technology. Works independently under general supervision.

Duties and Responsibilities

Essential

Provides reference and reader's advisory services to a variety of patrons from diverse backgrounds utilizing a variety of print and digital tools. Facilitates access to the library collection and resources through a variety of formats. Operates and navigates the online library system and all library electronic resources. Troubleshoots technology issues for staff and customers. Responds to patron reference questions and refers, when appropriate, to sources outside the library. Explains library policies and procedures to patrons and staff and determines best course of action to resolve issues. Assists patrons with research, technology issues, conducting peer studies and market research.

Resolves complex circulation issues by troubleshooting customer accounts. Interprets and communicates library policies and procedures to customers. Checks-in items and checks out items, shelves items, pulls holds and expired materials, runs reports, balances cash register, creates deposits, and assists customers with self-checkout machines.

Manages the development and implementation of library programs and public instruction classes. Develops and

implements new and innovative programs designed to create interest and enjoyment for the community. Determines program content. Negotiates contracts with authors and performers. Develops class curriculum. Provides instruction and assistance to patrons on the use of all library services, independently and in a classroom setting. Evaluates and provides statistics regarding programs. Establishes and maintains partnerships to provide monetary and in kind donations to fund library programs. Coordinates advertising and marketing of library programs.

Assists manager with managerial duties including assisting and training staff, resolving customer disputes and acting as person in charge in the supervisor's absence. Identifies and applies for grants. Monitors and evaluates grants. Prepares professional reports for management and/or board review.

Leads and participates in system-wide and in-house committees to research, recommend, develop and implement department policies and procedures related to intellectual freedom, customer access to information, user experience, collection development, work processes and to address issues affecting the library currently and in the future.

Maintains an advanced knowledge of library resources and practices and an awareness of current trends and technologies through regular review of professional literature and participation in continuing education opportunities such as seminars and workshops.

Marginal

Is professionally active; identifies and participates in professional development opportunities. Reads widely to keep in touch with library trends, developments, and new technology and contributes ideas and suggestions to colleagues and library staff members.

Accepts and directs the work of volunteers. Assumes supervisory responsibilities when assigned. Maintains statistics information and generates reports as necessary.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities: Proficient with standard Microsoft applications (including Office applications), 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.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 1-3 years professional library experience.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

Training, Licenses, or Certifications: Valid Idaho driver's license in good standing.

Supervisory Responsibility: Accepts and directs the work of volunteers. Assumes supervisory responsibilities when assigned.

Preferred Qualifications: Supervision and/or programming experience and bilingual, preferably Spanish-English, or other languages. Desired personal attributes include an awareness of the entire community, sense of humor, a passion

for engaging patrons from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

Working Conditions

Physical Requirements: The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to frequently lift and carry 10-25 lbs; occasionally lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Expected Hours of Work: The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Expected Travel: The job requires some travel for training and conference activities and attendance at community and business events.

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.

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.