

**Winterset Public Library
Librarian II – Public Services Librarian
Job Description**

SUMMARY

Provide assistance and programming to library customers using research, communication and customer service skills and knowledge. Perform a wide variety of programs and services in support of the library's goals and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive:

Provide reference services to patrons of all ages.

Promote use of materials using reader's advisory skills.

Furnish information on library activities, facilities, policies, and services.

Explain and assist with use of current and emerging online and print resources and technology.

Manage development of DVD, audiobooks, and Adult Fiction collections.

Plan and produce programs, activities and events, primarily for adult audiences.

Plan and direct special projects involving library promotion and outreach to community.

Prepare displays, bulletin boards, and exhibits.

Work cooperatively with other staff, volunteers, and supervisors.

Serve as library representative/liaison to professional and community groups.

Create print and digital graphics/signage for events and programs.

Manage library social media accounts.

Assist with daily reports and financial accounts.

Perform other duties as assigned by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrates knowledge of the Dewey classification system.

Excellent verbal and written communication skills.

Ability to work with all age groups in a variety of formats.

Demonstrates positive attitude, excellent interpersonal skills, and a sense of humor in working with customers, coworkers, volunteers, and community.

Demonstrates a commitment to equity, inclusion, and respectful interactions with persons of diverse ethnic, cultural, social-economic, or educational backgrounds.

Ability to use word processing, database, photo editing, publishing, and spreadsheet software.

Ability to effectively utilize current and emerging online resources and technology.

Ability to provide excellent customer service.

Ability to handle multiple tasks and responsibilities in an organized manner and establish priorities.

Ability to pay attention to accuracy and detail.

Ability to establish and maintain effective working relationships with others.

EDUCATION and EXPERIENCE

Customer service experience is required.

Bachelor's degree with library experience is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, patrons, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to creatively problem solve. Ability to negotiate and handle stressful situations in a positive and flexible manner.

CERTIFICATES, LICENSES, REGISTRATIONS

Iowa Public Library Staff Certification (or commitment to earn certification within three years of hire)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The demands on the visual sense are high. The employee frequently is required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The employee works in a standard library work environment.

This position includes regularly scheduled evening and weekend (Saturdays) hours.

The noise level in the work environment is usually moderate.