



YUMA COUNTY JOB DESCRIPTION

Proposal Job Title:	Branch Librarian	Class Code:	1089
Department:	Library Services	FLSA Class:	Exempt
Grade:	13	Classification:	N/A

Summary or Purpose:

Under general supervision performs professional library work of moderate difficulty in a Branch Library; performs related work as required or assigned. This position has department specific responsibility. Hours may vary (Tuesday – Saturday) depending on the needs of the Library District.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Assists with the supervision, training, and coordination of the activities of the Branch Library; provides training, instruction, and orientation to new employees, staff, and volunteers; may participate in interviewing and selecting new employees and volunteers; may determine work schedules.

Provides customer service and reference service as needed, responds to inquiries from the public that come into the Branch Library, as well assists patrons with email accounts and various applications.

Prepares report statistics on Google Docs on a monthly basis.

Responsible for handling cash and processing the transactions as scheduled.

Develops and manages adult public library programs and services; may assist with programming for other ages. Provides computer instruction.

Performs duties at the Information Services' desk.

May be required to participate in meetings and activities with outside agencies and organizations.

Responsible for collection assessment.

May be responsible for monitoring Branch kits, devices, and technology.

Prepares and provides reports to the Branch Manager on a monthly basis.

Instructs patrons on use of electronic resources.

May print and distribute calendars to outside agencies.

Troubleshoots electronic devices.

May assist with the scanning and filing of library cards applications.

May be required to create Branch Social Media events or Branch publications.

Branch Librarian rev 3.4.24.doc
Revised FLSA Class 11/6/16
Pay Scale change previous grade 238 effective 7/2/18
Revised job description and job title on 3/13/19
Revised FLSA Change to E effective 01/01/2020
Pay Scale change previous grade 116 effective 3/4/24

Compiles reports, bibliographies, and search guides.

Serves as acting supervisor in the absence of the Branch Manager.

Regular and reliable attendance is required.

Performs other duties as assigned.

Knowledge, Skills, Abilities and Qualifications:

Knowledge of books, authors, and electronic information sources.
Knowledge of the principles and practices of modern librarianship;
Knowledge of reader interest levels;
Knowledge of - youth psychology relating to public library services;
Knowledge of library information tools including print resources and computer databases;
Knowledge of authors, materials, and selection tools.
Knowledge of the principles and practices of business.

Skill in computer operations and automated systems;
Skill in providing effective customer-oriented service.
Skill in teaching the use of business resources;
Skill in providing instruction in the use of computer and print information resources
Skill in utilizing current reference tools in information services;
Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public;
Skill in conducting research using computerized databases, including Internet;
Skill in communicating effectively verbally and in writing;
Skill in supervising the work of staff.

Ability to communicate effectively verbally and in writing.
Ability to use modern office equipment and computers;
Ability in assigning and leading the work of others;
Ability to communicate effectively verbally and written;
Ability in planning and organizing work.
Ability to stand or sit for long periods of time (up to 6 – 7 hours).
Ability to lift up to 40 lbs.
Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.

Work Environment The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, and/or kneeling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking and 20% standing. Working at a computer monitor for extended periods required. The job is performed under minimal temperature variations and under extreme likelihood of verbal abuse from hostile and frustrated customers.

Education, Experience, Certifications and Licenses Required:

Master's degree in library science from an ALA accredited college or university preferred; or a Master's degree in a closely related field; AND two (2) years of experience in a library environment OR a baccalaureate degree and four (4) of experience in a library environment; AND one (1) year of supervisory experience; OR any combination of education, training, and experience which demonstrates

the ability to perform the duties of the position. **Special Requirements:** Requires successful completion of a background check. Must possess and maintain a valid Arizona driver's license.

A copy of the job description was received by _____ on _____
(Print Name) Date

(Signature of Employee)