

**CITY OF STILLWATER  
JOB DESCRIPTION**

TITLE: Librarian I	DEPARTMENT: Library
RANGE: 32	DIVISION: Adult Services
EFFECTIVE DATE: 7/1993	REVISION DATE: 3/2016
NON-EXEMPT	

**PURPOSE OF POSITION:**

Provide quality library services, including reference & reader advisory, and supervision of staff. This position reports directly to the Librarian II, Adult Services.

**ESSENTIAL JOB FUNCTIONS:**

- Serve as evening and weekend supervisor, including opening and closing facilities.
- Provide quality customer service.
- Provide information resources in a variety of formats including print, microfilm, online databases and the Internet.
- Provide reference, research, and reader's advisory service.
- Plan and execute library programs.
- Operate Library automation system, including the generation of statistical and activities reports.
- Interpret and explain library policy to customers and staff.
- Monitor and maintain special collections.
- Evaluate existing policies and procedures and recommend appropriate modifications to increase efficiency and enhance customer service.
- Assist customers at the circulation desk when needed.
- Choose materials for selection and de-selection.
- Schedule and supervise community service workers and volunteers.
- Provide one-on-one or group training in use of library, catalog, reference materials, databases and internet.
- Promote the library's collection and programs by creating displays, news releases, presentations, flyers, and brochures.
- Promote the library through visits to businesses, organizations, secondary schools, and public events.
- Assist with the teaching of computer classes.
- Assist patrons with use of software, standard websites, online government services, apps, and a variety of digital devices.
- Perform other duties as assigned.

**EDUCATION, TRAINING & EXPERIENCE REQUIRED:**

- Bachelor's degree.
- Previous library experience preferred.

**SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:**

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.

**SKILLS, KNOWLEDGE & ABILITIES REQUIRED:**

**Knowledge of:**

- Library research skills and methods.
- Books, authors, and library collections.
- Computer and Internet literacy and ability to do basic computer troubleshooting.

**Ability to:**

- Communicate effectively.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Ability to occasionally lift or move up to 25 pounds.
- Ability to operate a variety of standard office equipment, including computers, e-readers, calculators, telephones, photocopiers, fax machines, and automobiles.

**ENVIRONMENTAL & SAFETY CONCERNS:**

- No exposure to hazardous conditions.
- General office safety precautions need to be followed.

**JOB LOCATION:**

- Work will be performed at the Stillwater Public Library.

Approved by the Library Board: March 22, 2016

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_