



## JOB DESCRIPTION

---

**JOB TITLE:** Librarian III

**JOB CODE:** 2510

**DEPARTMENT:** Library

**FLSA STATUS:** Exempt

**REPORTS TO:** Library Director

---

### **SUMMARY OF JOB PURPOSE**

Performs complex, professional level work in several areas to include Reference, Circulation, Interlibrary Loan, Volunteer Coordination, Systems, Automation, and Public Relations divisions; maintains library collections including books, serial publications, documents, multimedia, and other materials; provides general assistance in patron services; serves as acting Library Director in absence of same.

### **ESSENTIAL FUNCTIONS**

1. Manages Reference division by scheduling reference staff, developing in-house training modules for reference staff and library patrons, and identifying available external reference training; disseminates reference information and updates to all library staff; handles evaluation, selection and removal of Reference Collection material.
2. Manages Circulation division by training, scheduling, and monitoring lead person(s) for circulation as well as developing circulation training modules; manages the collection and presentation of circulation-related statistics.
3. Manages Interlibrary Loan division by monitoring OCLC, Bibliographic Center for Research (BCR), and Information Nevada Interlibrary Loan policies; arranges Interlibrary Loan training for library staff and ensures compliance with Interlibrary Loan retention policies and copyright compliance policies.
4. Manages Systems division; selects and/or designs training aids and trains library staff, volunteers, and library patrons in operation of the system and resolves system problems.
5. Manages Public Relations division by directing library staff in preparation of press releases, and provides regular information to local newspapers on library activities and programs; assists with the development of all programming; monitors the collection of media articles about the library; arranges ongoing photographic record of the library.
6. Supervises staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; assists with disciplining employees and preparing performance evaluations; prepares work schedules and verifies employee timesheets.
7. Assists Volunteer Coordinator in identifying appropriate trainers and supervisors, assignment of tasks, tracking volunteers and their hours, and the reporting of findings to Douglas County and other agencies; manages volunteer recognition program and plans Volunteer Breakfast.
8. Utilizes theoretical knowledge of the structure of the Dewey Decimal System, including an ability to describe to a lay person the history and hierarchy of the system; practical knowledge of the use and structure of the Dewey Decimal System, and ability to use the most current edition of the

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Librarian III

Dewey Decimal System in its print forms, including the Relative Index and the Tables; may use electronic format classification tools as a substitute for catalog access.

9. Prepares or assists in the preparation of budget and financial reports; develops grant writing skills and assist in development and preparation of grant applications; attends appropriate County Commission meetings as well as Library Board of Trustees meetings; assists with the development of department goals, objectives, policies, and procedures including circulation, reference, Interlibrary Loans, volunteer/community service, and volunteer recognition programs; provides community needs assessments; prepares a variety of special and routine informational and/or statistical reports and presents to the Library Board.
10. Assists in collection development by selecting and de-selecting materials; assists in the collection evaluation and development of specific Library collection; participates as a member of the Selection Committee. May direct Library Technicians and Librarians in de-selection process, acquisitions, and evaluation projects.

### 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Master's Degree in Library Science or related field and four (4) years professional library experience with at least one (1) year in a supervisory role; education from an American Library Association (ALA) accredited program preferred.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, speeches, articles for publication, and procedure manuals; effectively present information and respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community, as well as questions from staff and the general public; effectively interact with adults and children.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra and geometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to understand the basic concepts and structure of subject headings, and ability to read and understand the Library of Congress Subject Headings and the associated implications for catalog entries; familiarity with Sears List of Subject headings and specialty lists of subject headings such as

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

**Librarian III**

Subject Headings for Children's Materials; ability to assign and explain Cutter numbers; ability to build Dewey numbers from scratch using all Dewey Tables when assigned CIP numbers or standard Dewey numbers are inappropriate to the organization of a particular collection; ability to understand other types of indexing such as KWIC and KWOC Indexing and the implications associated with these methods as it is reflected in patron and staff search strategies; ability to use a computer and software programs such as word processing, spreadsheets, desktop publisher, and databases at an intermediate or higher level.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record.

### **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 stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

The noise level in this work environment is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.