



Librarian

Job Description

Position Title:	Librarian
Reports To:	Director
Employees Supervised:	Library Assistants and volunteers when working as supervisor
Interrelationships:	This employee has frequent contact with library patrons, volunteers, and staff as well as other libraries and other library staff
Pay:	\$14 per hour
Benefits:	None
To Apply:	Send resume and coverletter to nsnyder@fremontpl.org or PO Box 498, Fremont WI 54940

Position Summary:

This is a part-time professional librarian position of which key components are providing exceptional service to patrons, assisting in the creation and implementation of innovative programs for all ages, updating and maintaining the library catalog, updating the library website and social media, participating in community engagement through building partnerships and outreach, providing reference service and technology-focused assistance to patrons, and promoting the library's mission in the community. Also assists with library supervision in the absence of the Director, creation of displays, collection development, and special projects. Hours include daytime, evening, and occasional weekends.

Essential Duties:

1. Assists with all duties essential to running the library on a daily basis
2. Updates and maintains the library catalog/database
3. Creates, implements, and evaluates innovative programming for all ages
4. Trains and educates patrons on the use of new technologies
5. Assists with selection, maintenance, and de-selection of library materials as assigned
6. Assists with the creation of displays
7. Promotes the library by updating the library website and social media accounts
8. Maintains effective relationships with staff, patrons, and director
9. Manages individual projects or other duties as assigned
10. Backs up director as needed

Ability to:

1. Proficiently operate all types of the latest technology including the use of internet, mobile devices, social media, Microsoft Office, Google Drive, robotics equipment, gadgets, and the ability to learn new computer systems.
2. Speak in front of groups of all ages

3. Communicate effectively verbally and written
4. Provide exceptional customer service maintaining a professional and positive demeanor
5. An interest in and willingness to learn about current and upcoming technology including VR, 3D printing, STEM programming including their practical application
6. Learn principles and practices of library classification systems and professional-level library policies and practices
7. Be reliable, timely, and proactive in the completion of duties
8. Work without supervision and effectively manage projects
9. Comply with all policies, practices, and procedures
10. Meet the physical demands below

Physical Factors:

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. An individual in this position is frequently walking and pushing carts with books on them. This position frequently walks, stands, stoops, kneels, crouches, crawls and exerts up to 10 pounds of force by lifting, carrying, pushing, pulling, or otherwise moving objects. The employee is frequently required to see/observe, talk/speak and listen/hear; use their hands to finger, handle, feel or operate objects and equipment; repetitive arm, wrist, hand and eye movements are included. There is frequent twisting, reaching, wrist turning and grasping. The employee will be required to climb or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials or tasks.

The employee will spend the majority of the working day inside speaking with other employees or members of the public. Hours vary and will include evening and weekend hours. The working conditions in the library are comfortable. The noise level is generally quiet to moderately noisy.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the Village of Fremont.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Fremont, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.