

POSITION DESCRIPTION

PORTAGE COUNTY DISTRICT LIBRARY

An Equal Opportunity Employer

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Job Title: **REFERENCE LIBRARIAN - LIBRARY ASSOCIATE III**

Department: Branch Services Pay Scale: 3
Hourly Salary
Non-Exempt Exempt
Bargaining Unit Admin. Prof. Exec.

Immediate Supervisor: Branch Manager
Positions Supervised:

JOB PURPOSE:

To educate and assist patrons to use the Library to its fullest extent.

QUALIFICATIONS:

Undergraduate four (4) year degree and applicable experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library policies and procedures; operation of automated library equipment; computer operation and functions including data processing. Ability to define problems, collect data, establish facts and draw valid conclusions; plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form; answer routine inquiries from public; develop good rapport with library patrons, supervisors and co-workers.

PHYSICAL CAPABILITIES:

Must be able to reach, bend, stoop and stand on kick-stool.

Date Prepared: October 1996

Date Approved:

Revision Date: February 10, 2014

PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY

% Of Time **ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification).

70% **REFERENCE AND COLLECTION MANAGEMENT DUTIES**

- *Determines and ascertains information and materials needed by patrons and recommends book selection based on patron requests.
- *Assists patrons in locating library materials and responds to patron reference questions;
- *Instructs patrons in library computer use and supervises Internet usage.
- *Maintains pamphlet file and other files as assigned.
- *Conducts evaluation of reference materials;
- *Notifies and documents reference needs to Branch Manager;
- *Coordinates updating of library periodicals;
- *Oversees updating of editions and repairs as needed;
- *Reads reviews of materials such as Booklist, Library Journal, or other professional journals offered by PCDL and recommends book selection.
- *Prepares, presents, and assists with patron programs as assigned.

20% **CIRCULATION RELATED DUTIES**

- *Checks library materials in/out to patrons on automated system;
- *Responds to patron questions about library materials and services such as interlibrary loans.
- *Answers telephones;
- *Directs patrons to appropriate area of the library;
- *Issues library cards;
- *Places patron holds on materials;
- *Collects Patron fines.
- *Distributes Golden Buckeye applications and voter registration materials;
- Maintains records as assigned.

10% **MISCELLANEOUS DUTIES**

Shelves library materials;
 Attends staff meetings, workshops, in-service training, and serves on committees, as requested;
 Performs additional duties as assigned.

Percentages may vary based on allocated hours.

*Denotes essential function of the job.

 Employee Signature Date