

CHURCHILL COUNTY SCHOOL DISTRICT

LIBRARIAN

FLSA Status: Exempt

Created: 7/2016

Last Revised:

DEFINITION: Under administrative direction, provides a combination of professional, technical, and administrative support services to library/media center patrons including reference, acquisition, circulation, district interface, educational services, and related services as appropriate. Directs and administers the operation of the library/media center. Designs and implements library/media programming and outreach district sponsored activities. Maintains books, periodicals, documents, and electronic materials for the education and enjoyment of and research by library patrons. Assists all patrons in locating and obtaining information and materials.

DISTINGUISHING CHARACTERISTICS: This position is responsible for the direction and administration of all functional areas such as circulation, reference, acquisitions, cataloging, and Internet services for the library/media center. The scope of this position is related to the size, programs, and services of the district.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Develops administrative policies, plans, and procedures for the operation of the library/media center and the functional areas therein.
2. Plans and implements the acquisition of new documents, resources, collections, and the development of new programs and services within guidelines of the district.
3. Coordinates instructions and directions for patrons in the selection of library/media materials, reference guidance, and services.
4. Assesses the library/media center needs, surveys available materials, determines materials for purchase, and identifies items for withdrawal from circulation in accordance with the goals and objectives of the district policies.
5. Selects the collection of books, periodicals, pictures, tapes, disks, newspapers, manuscripts, pamphlets, electronic media, and other items maintained by the library/media center.
6. Provides information and research services at the library's/media center reference desk and/or points of service; assists patrons in accessing and using bibliographic and subject matter databases.
7. Performs manual and computerized bibliographic searches and retrievals for other libraries, governmental agencies, district staff, students, and others.
8. Researches and evaluates the availability, cost, suitability, installation, and maintenance requirements of maintaining library/media center systems, and prepares recommendations to the district board as appropriate.
9. Promotes public interest in the library/media center's services; develops brochures, bulletin boards, displays, etc.; conducts informational tours of the library/media center facilities; provides presentations before various community groups and civic organizations; presents workshops, orientation and educational programs.

10. Accurately and efficiently audits bills and invoices; reviews and records transactions in proper accounts.
11. Oversees and collaborates with library specialists at all schools throughout the District.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Principles and practices of district library/media center systems and programs;
- Advanced library/media center techniques and methodology;
- Equipment and electronic means as required in a comprehensive library/media center system;
- Search and/or data entry and retrieval methods used with common databases;
- Automated circulation systems and personal computer applications; and
- Principles and practices of office management, work organization, budgeting, and supervision skills.

Skill to:

- Operate computerized cataloging, bibliographical and circulation system databases;
- Develop, analyze, and utilize a variety of reports and records; and
- Communicate effectively orally and in writing.

Ability to:

- Accurately classify and catalog library materials;
- Research materials using traditional and Internet methods;
- Make presentations to various groups of people; and
- Establish and maintain effective working relationships with patrons, district staff, district board members, other agencies, and the general public.

Required Certifications and Licenses:

Must possess or be able to acquire a Nevada Education license issued by the Nevada Department of Education with endorsement as a School Library Media Specialist.

Experience and Training: *Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:*

Graduation from a college or university with a bachelor's degree in Library Science from an American Library Association (ALA) accredited college or university, or graduation with a bachelor's degree in Liberal Arts, Public or Business Administration, or a closely related field. A master's degree in Library Science from an ALA accredited college or university is desirable plus one year of work experience in a library/media center of at least comparable size to that of the District.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, reach, sit, and stand for long periods of time. Dexterity and coordination to handle library/media center files and materials; occasional lifting of books, magazines, files, stacks of paper or reports, references, and other materials weighing up to 25 pounds. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate audio/video equipment plus district computer in utilizing word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				

ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

Working Conditions:

Work is performed under the following conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Work is normally performed inside where the lighting is good and the noise level is generally quiet. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed