

## Clifton Park-Halfmoon Public Library Job Description

**Position:** Librarian I

**Reports to:** Librarian II – Head of Youth Services

**Job Summary:** Responsible for planning, organizing and implementing library services and programs for children and families within the library and for the community. Participates in collection development for assigned collections. Provides exceptional customer service to patrons in person, by telephone or electronically.

**Hours per week:** 35 hours per week

### Duties:

- Demonstrates a thorough knowledge of professional library principles, public reference service expertise and an understanding of public library operations.
- Researches and provides answers to reference questions, including those of a difficult or involved nature. Questions may be received and responded to in person, by phone, or electronically.
- Plans story times and activities for children of different ages and backgrounds.
- Participates in the selection of library materials within assigned collection development areas; evaluates materials and makes decisions about selection, replacement and withdrawal of print and non-print materials.
- Maintains a current knowledge of books, authors and trends in library services and programs.
- Maintains a thorough knowledge of current and emerging library technologies.
- Instructs patrons, individually or in a classroom setting in the use of the PAC, websites, reference sources and databases and various software programs. Assists patrons to resolve technology based questions.
- Anticipates trends that will impact libraries, early literacy, publishing, and information technology. Embraces innovation and experimentation. Makes recommendations to help the library stay relevant and vital to the community.
- Plans and implements programs for children and families by working closely with the community and colleagues. Programs include STEM, Lego Club, and large-audience events.
- Performs such specialized functions as serving target population groups, creating, developing and implementing specific programs and services, organizing and

maintaining files of special collections, assisting with ILL and scheduling meeting rooms.

- Plans and presents outreach and educational programs, workshops for groups, classes, patrons and/or staff.
- Writes reports and maintains records and statistics.
- Provides input and development ideas regarding the content of the library website and social media
- Communicates effectively with patrons and colleagues in person, on the phone, electronically and via social media.
- Keeps informed of professional and technological development through participating in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.
- Performs other assigned duties.

### **Knowledge and Abilities:**

- Knowledge of library information technology, systems, products and delivery technologies.
- Knowledge of social media platforms and web-based communication, information and collaboration tools.
- Ability to plan and execute large-scale summer reading programs for children.
- Demonstrated ability and enthusiasm for working with the public.
- Ability to establish and maintain effective working relationships with Library staff.
- Ability to work in the Library's team setting. Willingness to assist and support coworkers, contribute ideas and maintain flexibility
- Ability to adapt to a rapidly changing library technology environment.

### **Communication Skills:**

- Ability to communicate effectively both orally and in writing; ability to perform detailed work involving considerable visual effort and concentration.



- Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

**Physical Requirements:**

- Sitting for extended periods of time
- Standing
- Walking
- Lifting objects up to 10 lbs.
- Speaking and listening

**Education and Experience:**

- Master’s degree of Library and Information Science from a library school that is accredited by the ALA or recognized by the NYS Education Department following acceptable education methods. OR

An equivalent combination or training and experience approved by the Public Librarian’s Certification examination committee of NYS Education department.

- Eligibility for a New York State public librarian’s professional certificate at time of application for appointment; possession of certificate at time of appointment.

**Civil Service Requirement:**

- Must be reachable on appropriate Saratoga County Civil Service list.
- A 12 month mandatory probation period is required.

**Travel Requirements:**

- Travel is not required for this position.

**FLSA Status:**

- This position is exempt.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.*

*The job description does not constitute an employment agreement between the Clifton Park-Halfmoon Public Library and the employee, and is subject to change as the needs of Clifton Park-Halfmoon Public Library and the requirements of the job change.*

Employee Name: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_