

Job Description

Position: Librarian

Department: Administration

Reports To: Mayor

Job Summary:

Performs intermediate administrative support work preparing materials for circulation, providing assistance to library patrons, maintaining records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Mayor or designee.

Job Activities:

- Creates and implements community programming to attract patrons.
- Assists with advertising and promoting library and town events and activities
- Researches and prepares grant application to fund and increase library services and collections.
- Performs circulation duties; checks materials in and out; processes and catalogs new materials; shelves and ensures materials are in order.
- Assists the public and patrons with computer usage; answers questions; locates books and other materials.
- Contacts patrons with overdue library materials; prepares overdue notices and files; processes ban on patron accounts with overdue materials; calculates overdue fees and ensures fees are paid in full.
- Processes new book orders; checks invoice against order form; scans and enters appropriate information into computer; prepares spine labels, pockets and cards; processes and covers new books and other materials.
- Answers telephone; directs callers to the appropriate staff; renews materials; places requested materials on hold; prepares faxes and copies; troubleshoots computers, printers, scanner and fax machine.
- Registers new library patrons; updates and corrects patron registration information; issues new and replacement library cards.
- Assists with children and family activities and special projects as needed.
- Prepares a variety of marketing materials, flyers and newsletters; updates and maintains bulletin boards.
- Plans and prepares documents, flyers and forms as needed; organizes volunteers for the program; gathers and organizes donations.
- Encourages and promotes a culture of excellent customer service.

Job Requirements:

- Thorough knowledge of modern office procedures, practices and equipment.
- Computer and Word-processing proficiency.
- Effective verbal and written communication.
- Work in public relations role.
- Direct contact with individuals/organizations that influence firm reputation.
- Organize and present paperwork for local, state and federal filings.
- Work under frequently changing priorities.
- Able to work independently and be self-directed, with regular contact with Town Administrator.
- Basic clerical/organizational techniques.
- General knowledge of bookkeeping and clerical skills.
- General knowledge of internet use, e-mail and central faxing.

Experience and Training:

High school diploma or GED and minimal experience in library setting or other work dealing with the public, or equivalent combination of education and experience.

To Apply:

Submit resume to sharpsburg@townofsharpsburg.com.