



CITY OF LOVELAND
invites applications for the position of:
Business Librarian I

SALARY: \$18.51 - \$26.88 Hourly

OPENING DATE: 05/19/17

CLOSING DATE: 06/09/17 04:30 PM

GENERAL PURPOSE:

Do you love to do business research, crunch numbers and transform the information into summaries? Do you want to get outside the library walls and work with local business incubators? Do you enjoy innovating and looking for the next big thing? Do you dream about transforming lives? If you found yourself answering yes, then this position might be for you! The Loveland Public Library is looking for someone to provide outstanding service to the Loveland business community as our Business Librarian. You would be providing small companies "the ability to gain local insight and gather information quickly" allowing them to move forward with their business ventures.

The Business Librarian position is a 40 hour benefited position in the Adult Services Division. With tools like AtoZ database, Demographics Now and other analytic resources, this position works on 100+ in-depth business research requests each year. They are responsible for innovative, business centered programming, collection development, and services. The Business Librarian works as a collaborative team member of the Adult Services Division to provide services for all patrons who use the adult services resources. Our ideal candidate is enthusiastic, forward thinking, technology-minded, and excited about creating business services for an ever-changing world!

Loveland Public Library serves as the single municipal library of Loveland, Colorado with a service area of 72,000.

Librarian I staff in the Adult Services Division of the Loveland Public Library focus in the areas of General Adult, Business Reference and Outreach. Each performs professional duties under general direction including, but not limited to, answering reference, readers' advisory and general questions, developing adult collection to serve a broad population and programming and community outreach to diverse populations. Flexible schedule requires some evening & weekend hours. This position reports to the Adult Services Division Manager.

*The salary range for this position is \$18.51 - \$26.88 hourly with an expected **hiring range of \$18.51 - \$22.29** depending on qualifications and experience.*

OUR POSITION:

ESSENTIAL JOB FUNCTIONS:

- Searches for, locates and retrieves information/materials to answer questions posed in person, by phone, by email, and by IM or Chat.
- Explains to patrons the use of equipment including the online catalog, databases, the Internet, microform reader-printers, library resources as it relates to e-readers, tablets, and other mobile devices.
- Develops and coordinates programs and outreach events.
- Participates in collection development for the department including selection and weeding of library materials in assigned area.
- Manages the department's social media platforms.
- Provides education and support for the public and staff for library resources.
- Creates, updates, and distributes department's marketing material.

- Compiles monthly reports.

ADDITIONAL JOB FUNCTIONS BY AREA:

General Adult:

- Creates and updates reader's advisory information.
- Develops and presents dynamic programming on a wide range of topics.
- Manages library's non-Prospector interlibrary loan program.
- Organizes and moderates monthly book discussion groups.
- Creates book and special displays.
- Processes and displays newspapers and magazines.

Business Reference:

- Educates patrons on business reference resources.
- Develops and teaches programs on business and library resources.
- Provides business specific reference research for patrons.
- Conducts community outreach.
- Develops and maintains relationships with the Loveland business community.

Outreach:

- Manages library's homebound delivery service and maintenance of the library's yellow shelves program.
- Coordinates the homebound delivery service by arranging delivery of items to individuals and senior living centers.
- Maintains records of readers' preferences and past delivered items for homebound delivery patrons.
- Organizes volunteers for delivery of outreach items and yellow shelves items.
- Identifies and updates items for yellow shelves.
- Evaluates and identifies locations for yellow shelves.
- Compiles monthly reports on both programs.
- Develops and maintains relationships with the Loveland community serving seniors.
- Coordinates maintenance/repair of library van with City Vehicle Maintenance Division.

OTHER JOB FUNCTIONS (for all positions):

Proctors examinations, attends meetings of community organizations, serves on library or citywide committees, searches for and sends genealogical and local history information as requested, indexes Loveland Daily Reporter-Herald, shelves, performs shelf reads, enters and deletes reserves, renews materials, updates patron records, opens and closes division. Other duties as assigned.

SUPERVISORY DUTIES:

Oversees volunteers

OUR CANDIDATE:

Knowledge, skills & abilities:

Knowledge of library reference and reader advisory, standard library arrangement and description, and materials collection development. Ability to conduct a reference interview, locate information in print and online resources. Ability to plan programs and outreach services. Must have strong understanding of current library best practices. Ability to train volunteers and oversee their work. Ability to provide strong customer service to customers of all ages and backgrounds. Ability to positively inspire and energize customers about library services and

materials. Ability to work independently, complete tasks on time and constructively problem solve. Must possess strong presentation skills and general knowledge of computer and Microsoft office tools.
Spanish language proficiency a plus.

Core competencies:

Accountability, Collaboration, Courtesy and kindness, Innovation, Integrity, Safety, Service

Job specific competencies:

Time Management, Computer and Software Proficiency, Community Relations, Job Knowledge

Education and/or experience:

Bachelor's degree required. Masters in Library Science (MLS) from accredited program preferred. An equivalent combination of education and/or experience may substitute for education requirement on a year-for-year basis. Two (2) years library or directly related experience required; must be in addition to any experience used to satisfy the education requirement. MLS may substitute for experience requirement.

Licensure and/or certifications:

Must possess a valid driver's license for Outreach & Business Reference positions.

WORKING ENVIRONMENT AND REQUIRED BACKGROUND CHECKS:

Dynamic library environment with extensive public contact, may require sitting for extended periods of time, repetitive motion tasks, reaching, bending, kneeling, and moving or positioning objects up to 20 pounds. Moves and positions carts of library materials up to fifty (50) pounds. Requires frequent retrieval of reading materials on library shelves, which are located from five (5) inches to eighty (80) inches above the floor. Flexible schedule requires some evening & weekend hours.

Material and equipment directly used:

Library III integrated system; online databases, the Internet, PCs, microform reader-printers, mobile technology, photocopiers, fax, telephone, book carts, laminator, bar code reader, city van

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

A driving record and criminal history background check will be obtained pre-employment.

The City of Loveland encourages, values and respects diversity.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofloveland.org>
