



The City Library

THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

Date:		Department:	
Job Title:		Location:	Day-Riverside Branch Library
Reports to:	December 1, 2017	Manager:	Erin Morris
FLSA:	Librarian -Adult Focus- Full-time		1575 West 1000 North
Status:	Manager		
Closing Date:	Non-Exempt		
	December 18, 2017		

About the Library:

The City Library offers services, information, resources, programs and events to all members of the community. Guided by the Library's Mission and strategic goals, staff serve the community at Library and outreach locations and are committed to advancing knowledge, fostering creativity, encouraging the exchange of ideas, building community, and enhancing the quality of life in Salt Lake City.

Library employees are ambassadors who project a positive image of the Library and its services. Employees are accepting of all people and have a passion to assist diverse populations to ensure they have a positive Library experience. They are team players who have the ability to think quickly and make quality decisions. They are organized and pay attention to detail.

About the Position:

Librarians perform a variety of reference, circulation, customer service, readers advisory, programming, outreach, supervision, location support and in-charge responsibilities.

Primary Responsibilities:

- **High quality customer service.** Provides customer service assistance to library patrons by responding to patron inquiries, providing reference and instruction, and interpreting Library rules, policies and procedures to the public. Interacts with patrons in person, by telephone and electronically. May be called upon to handle difficult patron interactions or solve customer service problems requiring the intervention of a supervisor. Assists patrons with the use of computers and technology. Excels in serving a diverse population.
- **Working relationships.** Fosters good working relationships with diverse people including staff, patrons, volunteers, vendors and community partners. Accepts and completes assignments from supervisor, manager or other Library staff in a professional and timely manner.
- **Programming and outreach.** Under the supervision of the designated program or service coordinator, creates and delivers high quality library programs and outreach services to community members. May require knowledge of specialized area of the department or branch collection, services or programs.
- **Reference and Readers' Advisory.** Provides in depth reference and instruction to patrons. Maintains advanced knowledge of Library resources and trends to provide suggestions that match patron interest.

- **Committees and workgroups.** Takes on a leadership role when participating in committees or workgroups on activities outlined in the strategic goals. Collaborates with Service Coordinators, committee members, managers and staff to ensure community and department/branch needs are being met through committee work.
- **Leadership and supervision.** Takes a leadership role in mentoring staff. Assists the manager with scheduling and backfilling daily vacancies, filling vacant positions, and may supervise or support staff and/or volunteer program at the location. Will be Librarian-in-Charge as scheduled. May be assigned as Acting Manager in manager's absence.
- **Collection maintenance.** Oversees the health of assigned collection. Makes suggestions for additional materials for the collection. Determines items for removal and replacement.
- **Create and maintain displays.** May create and maintain library displays. This may include the use of library materials, art, bulletin boards, graphics and/or other objects.
- **Training.** Shares the responsibility for training department staff on all aspects of service, outreach, and policy and procedures. Trains and mentors staff to provide quality customer service. May be asked to do system-wide training.
- **Project Management.** May perform a leadership role in the creation and execution of substantial library projects while working with Library teams.
- **Circulation tasks.** Performs a variety of activities which are repetitive in nature related to the checking-in and checking-out of library materials and processing patron hold requests. Assists patrons with account activity and fines. May be required to handle cash transactions and complete cash report. May use automated material handler for automated sorting of library materials.
- **Other duties.** Performs other duties as assigned or required.

Minimum Qualifications:

- Completion of a Master's Degree in Library and Information Science and previous public library experience; an equivalent combination of education and experience which demonstrates general liberal arts background and knowledge will be considered.
- Enthusiasm to work with the public and a solid foundation in good customer service skills.
- Excellent written and verbal communication skills, including presentation skills, ability to work with teams, and the ability to motivate and negotiate with diverse individuals and groups.
- Intermediate knowledge of operating a computer and programs.
- Experience with taking a leadership role on a workgroup or task force.
- Experience in mentoring other employees or volunteers.
- Required to maintain professional knowledge and skills through reading professional journals, viewing related webinars, attending training or professional conferences.
- Ability to work days, nights or weekends as scheduled.
- If travel is required for library purposes must have transportation. If using personal vehicle must maintain state required insurance.

Preferred Qualifications:

- Advanced knowledge in programming and literature for adults.
- Spanish language and/or other non- English language skills.
- Experience with library operations, programs and services.

- Experience with library policies and procedures
- Experience with library reference and circulation processes and procedures
- Experience with library computer systems, databases, software and commonly used technology and applications.

Working Environment:

- Work is performed in a library environment.
- Subject to repetitive movement; standing, walking, bending, reaching and lifting of objects. May be subject to standing or sitting for extended periods of time.
- Must be able to lift/carry library materials, up to 50 lbs, and push/pull library carts.
- Must have good hand mobility and coordination.
- Subject to intermittent periods of inclement weather when retrieving library materials or participating in library outreach programs.

Schedule:

- Full-time 40 hours per week. Evenings and weekends will be required.

Other Information:

- Completion of criminal background check will be required, if the candidate is over eighteen (18) years of age.
- The City Library participates in the federal Employment Eligibility Verification Program (E-Verify). Employment is contingent upon confirmation of your employment eligibility through the E-verify system.
- The City Library is an Equal Opportunity Employer and is committed to a diverse workforce.

Compensation:

- Starting Range 068; Minimum \$20.49/hour - Market \$25.61/hour.
- This is a full time position and includes excellent benefits such as paid vacation, health and life insurance and retirement benefits.

How to apply:

- Send an email with an attached resume and cover letter (PDF or Word Document) indicating position title to the Human Resources Department at hrlib@slcpl.org.
- Applications will be accepted through December 18, 2017.