

<p style="text-align: center;"><b>SAMPLE</b> <b>Job Description</b></p>
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**Position Title: Librarian**

**Classification: 9**

**Supervisor Title: Youth Services Manager**

**FLSA Status: Non-Exempt**

**REQUIREMENTS FOR ALL EMPLOYEES:**

1. Pleasant personality, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently

**DUTIES CHARACTERIZED BY THIS CLASSIFICATION:**

Under the supervision of the Youth Services Manager, this employee is responsible for providing reference and readers' advisory services, participating in collection development and management discussions, and planning and presenting programs. Specific responsibilities/functions will be assigned by the Youth Services Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

**REQUIREMENTS FOR THIS POSITION:**

1. Ability to communicate clearly and effectively with adults and children.
2. Ability to establish and maintain effective working relationships with staff and public to achieve specific goals and objectives of the department.
3. Ability to work independently and productively.
4. Ability to develop and use effectively reference skills and practices.
5. Thorough knowledge of general library philosophy, including the *ALA Library Bill of Rights*.
6. Ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
7. Working knowledge of library computer software systems and ability to problem solve and troubleshoot same.
8. Working knowledge of the recreational reading interests and curriculum-related information needs of children preschool through young adult and their parents/caregivers.

**EDUCATION/EXPERIENCE REQUIRED:**

- Master of Library Science degree from an ALA accredited school.
- Working knowledge of library science theory and principles and of the organization of materials in the Northbrook Public Library.
- Experience working with children and working knowledge of infant, child and adolescent development.
- Basic computer skills.

**KEY FUNCTIONS OF THIS POSITION:**

1. Provides reference services: working regular hours at the reference desk, using both print and automated resources, answering telephone reference questions, and developing a thorough knowledge of reference materials, tools and techniques.
2. Provides readers' advisory services: maintaining an awareness of bibliographies, indexes, and other tools that will assist in directing patrons to desired material; maintaining an awareness of topics of current or popular interest and popular authors; and reading regularly from selected areas and genres.
3. Promotes the use of the collection: acquiring extensive familiarity with the collection; developing bibliographies as appropriate; and suggesting and/or helping to develop programs that promote or explain the use of library resources.
4. Assists with program planning, promotion, presentation and evaluation: developing and maintaining a knowledge of the developmental needs and interests of children of various age levels; and participating in the development of a balanced variety of educational and entertaining programs.
5. Participates in appropriate local, state and national professional organizations.
6. Participates in appropriate continuing education activities: maintaining an awareness and understanding of current trends and issues in library practices, technology and philosophy; and developing and maintaining computer skills as required.

**PHYSICAL CAPACITIES:**

1. Frequent sitting, some walking
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, fingering, feeling
3. Vision for near and far