

WAUKEGAN PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: Programming and eResources
Librarian

DEPARTMENT: Reference Department

REPORTS TO: Reference Manager

CLASSIFICATION: Non-exempt

The Programming and e-Resources Librarian is responsible for the coordination and evaluation of the Reference Department's adult programming and exhibits, and the promotion and training of the library's eResources, online catalog, and other technology tools. This position is responsible for the department in the absence of the manager, and may also serve as Person-in-Charge as needed.

Minimum Qualifications:

Education and Experience:

- Master's Degree in Library and Information Science (ALA Accredited).
- 2 years of experience working in a public library.
- Knowledge of current library principles, practices, trends, and technology.
- Commitment to active and responsive public service.
- Strong organizational skills and attention to detail.
- Understands, supports, and advances the vision, mission, and strategic priorities of the library.
- Ability to effectively communicate in English, both written and oral.
- Spanish language skills preferred.

Knowledge, Skills, and Abilities:

- Ability to learn job functions, perform them correctly, and understand their necessity in overall operations.
- Demonstrated ability to provide excellent internal and external customer service.
- Ability to effectively communicate with staff and public and empathize and relate to the needs of others.
- Ability to work with minimal supervision, establish and maintain priorities, meet deadlines, take initiative, and make independent decisions using sound judgment.
- Ability to identify and resolve issues in a calm, timely, and effective manner, developing appropriate solutions and making recommendations as needed.
- Knowledge of the best practices for information services and programming for adults and teens
- Knowledge of, and experience using a variety of devices, software, products, and apps used in libraries and information services, current technologies used in an office setting, and a willingness to learn new skills.

Essential Job Functions:

- Foster a safe, inclusive, and accessible environment that welcomes, respects, and represents everyone in our community.
- Provides excellent internal and external customer service and establishes, maintains, and fosters cooperative and courteous working relationships with the public, peers, and supervisors.
- Serves on the public desk and accurately completes all associated duties, including answering patron questions, providing technology assistance, booking rooms for use, providing recommendations, and creating and maintaining displays.

- Plans and conducts presentations and training classes on how to use the library's electronic resources and online catalog for both groups and individuals, creating documentation or tutorials for classes, website, YouTube, and other online platforms.
- Lead and coordinate development of departmental programs, ensuring we meet goals for programs targeted to different age groups, cultural celebrations and observances, and have a balance of craft/hobbyist programs, book-related, outside presenters, art and music, and history.
- Represents the department on library-wide committees, such as online resources working group, summer reading, and cultural events.
- Represents the library at community events and other outreach opportunities and assists at special library programs and events as needed.
- Plans, develops, and conducts presentations for local high schools and other community partners.

Additional Duties:

- Understands, supports, and advances the vision, mission, and strategic priorities of the library.
- Understands, implements, and effectively communicates library policy and procedures, upholding principles of confidentiality, equity and inclusion, and the ALA Bill of Rights.
- Provides input into the development of new collections, and assists with other Collection Services activities, such as making recommendations for purchase, and reviewing materials for weeding.
- Manages statistical spreadsheets for the department.
- Works with Communications & Community Engagement Department staff to support the effective marketing of departmental programs and services through the library's newsletter, website, social media, and traditional media.
- Assists in coordination of exhibits, including the revolving Art Exhibit and Ray Bradbury collection display cases.
- Attends appropriate meetings, workshops, and conferences to meet the 12-hour continuing education requirement for all staff and to stay informed of best practices in the field.
- May serve as a notary.
- Serves as person-in-charge as needed and takes an active role in maintaining the well-being of the library.
- Performs other duties as assigned.

Working Conditions/Job Requirements:

- Working in an office setting with an active service desk. May include extensive use of computers, phones, copiers, and other office equipment.
- Able to move, lift, push, carry, and put away items that weigh 25 pounds and wheeled carts of up to 100 pounds.
- Able to work evenings and weekends as required.
- Access to transportation for offsite responsibilities.