

# **Slatington Public Library Librarian Job Description**

## **I. Qualifications:**

The Librarian must meet the certification requirements of the Commonwealth of Pennsylvania for Slatington Public Library's service area. A degree in Library Science is preferred. All staff members must maintain the following security clearances: FBI Clearance Check, PA Child Abuse History, and PA Criminal Record Check. A copy of all valid clearances will be kept in the employee's personnel file.

## **II. Duties:**

- A. Collecting and cataloging library resources, including books, films, and publications
- B. Helping people locate reference and leisure reading materials.
- C. Maintaining library records and ensuring they are up to date
- D. Performing regular audits of the information and inventory on file
- E. Educating patrons on how to properly search for information using the library databases
- F. Managing budget as assigned
- G. Maintains a neat and organized work area
- H. Attending meeting of the Board of Trustees
- I. Attends workshops, trainings, and conferences as recommended
- J. Overseeing the check-out process for books and other resource materials
- K. Organizing and hosting book sales, author signings, and other reading events
- L. Clarifying the use of library amenities and providing information about library policies
- M. Ensuring the library meets the needs of precise groups of its users, including postgraduate students and disabled students
- N. Performs additional duties assigned by the Library Director

## **III. Knowledge, Skills, and Abilities**

- A. Thorough knowledge of the principles and practices of public library functions.
- B. Thorough ability in oral and written communications.
- C. Thorough ability to administer the activities of a public library

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- D. Thorough ability to make decisions in an environment of limited resources.
- E. Thorough ability to establish and maintain effective working relations with the Board of Trustees, the community, and patrons.
- F. Thorough ability to use word processing, database, and spreadsheet software. (Skill in photo editing and publishing software – optional)
- G. Thorough ability to prioritize and accomplish multiple tasks and responsibilities in an organized manner.

### **IV. Physical Demands/Work Environment**

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- B. While performing the duties of this job, the employee is regularly required to sit and use hands and fingers. The employee is also required to stand, walk, and reach with hands and arms.
- C. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move heavier amounts.
- D. The demands on the visual sense are high.
- E. The employee works in a standard library work environment with a noise level that is typically quiet to moderate.
- F. This position includes regularly scheduled evening and weekend (Saturdays) hours.

### **V. Salary, Hours of Work, Benefits**

- A. The Librarian is a part-time employee, responsible for working 30-34 hours per week.
- B. Pay rate is determined by the Board of Trustees based on educational background and quality of service.
- C. The Librarian must receive prior approval from the Board of Trustees to attend the PaLA Conference.
- D. The Librarian will not be eligible for any medical, dental, vision, or other insurance benefits.
- E. The Librarian will not be eligible for any retirement benefits.
- F. The Library Director will complete an annual performance evaluation of the Librarian.