

JOB DESCRIPTION: BRANCH LIBRARIAN
George E. Allen Library
Booneville, MS

The Branch Librarian works under the supervision of the NERL Director and Branch Service Coordinator for Public Service. The work requires computer skills and the ability to deal with people with tact, courtesy, and cheerfulness.

DUTIES AND RESPONSIBILITIES

PUBLIC RELATIONS

Act as good will ambassador for library in the community.
Tell people about books that might be of interest to them.
Make personal contacts with clubs and group in your community, offering yourself as a speaker and resource person.
Accept invitations to speak to community clubs and groups about library services or special projects, present book reviews, or give demonstrations (such as operation of talking book equipment for the blind).
Contact sick people and shut-ins who may need library service.
Encourage school class visits to the library.
Set up special visits to classrooms during Children's Book Week, National Library Week, and other special times.
Represent the library by reading, storytelling, or inviting students to an upcoming library event.
Encourage and train volunteer help to extend library services.

BOOK COLLECTION

Learn the collection.
Review all new books carefully before shelving.
Keep all shelves in proper alphabetical and numerical order.
Read shelves periodically.
Assist customers in locating materials and in using the library.

COMPUTER USE

Become familiar with the library's online catalog and instruct customers in its use.
Become familiar with the other computers and software programs in the library and instruct customers in their use.
Learn the Northeast Regional Library's policy on Internet use and aid in enforcing it.

ROUTINE SCHEDULE

Charge and discharge books and other materials.
Request books.
Prepare the monthly circulation report.
Send overdue notices (or contact delinquent borrowers by phone).
Register new borrowers.

ROUTINE SCHEDULE CONT.

Keep the library neat and orderly.
Schedule use of the meeting room.
Schedule use of the library's computers.
Prepare and submit all reports, surveys, etc., as requested by Headquarters.
Weed materials under guidance of Headquarters.
Record financial transactions and maintain necessary library funds.
Request materials and supplies from Headquarters.
Perform other duties as needed.

COMMUNICATION

Work with local library boards and Friends groups to further local library services.
Attend meetings of the local library board of trustees, presenting a report I writing to the group.
Attend all staff meetings and training programs.
Report on problems and recommend solutions to Headquarters.
Keep up with current library developments by reading journals and/or joining professional organizations.
Work closely with city officials in maintaining library building and grounds.
Work with the city board and legislature for financial support as directed by library director.
Cooperate with the Director of the Northeast Regional Library in carrying out the policies as set forth by the Regional Library Board of Trustees.
Understand and translate into action the Regional Board's directives and policies of library service.

PROGRAMMING

Plan and execute special library programs including National Library Week and Summer Library Programs.
Conduct weekly story hours.
Assist blind and handicapped patrons in obtaining services and equipment from the state, via Headquarters.

Tasks may often require standing or sitting for long periods of time. Employee may frequently exert force equivalent to lifting up to 20 pounds and/or occasionally exert force equivalent to lifting up to approximately 35 pounds. Employee may occasionally encounter environment that is dusty and/or dirty with a lack of environmental control. Must have the physical ability to climb a step stool and rolling ladder, move a book truck, reach with hands and arms, stoop, kneel, crouch and bend. Employee will be required to work under sometimes stressful conditions, and in environments which present continuous interruptions and background noises. Employee will be required to respond appropriately to unexpected situations and scenarios.

DISCLAIMER:

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.