

The Position

Under the direction of the Assistant Director for Library Services, the Librarian I will perform a variety of professional library work, including but not limited to providing reference and reader advisory services; providing customer service at an information desk, public counter, and in the stacks; and assisting the public in the use of library equipment, facilities, materials, and services.

Principle Responsibilities

- Work at the Information Desk to provide reference and research assistance, readers' advisory, and information and digital literacy
- Assist patrons in the use of devices, software, and electronic resources
- Liaise and maintain collaborative relationships with various library departments, community groups, and key stakeholders; support Library and Foundation special events and initiatives
- Supervise personnel, interns, and volunteers as assigned
- Maintain and create topic guides, reading lists, and displays in various subject areas
- Update and create digital content for materials, programs and displays as needed
- Observe and implement library policies and procedures and maintain order and discipline in observance of library rules
- Act as Librarian in Charge during weekend and evening hours and monitor facility needs
- Perform additional duties as assigned, including direct public service, serving on task forces or committees, etc.

Knowledge, Skills & Abilities

- General knowledge of principles, trends, and practices of professional library work
- Understanding of different learning styles and effective teaching principles to teach information retrieval and literacy to persons with a wide range of abilities
- Knowledge of modern library operational systems, including Integrated Library Systems, automated cataloging and processing systems, electronic resources and databases, and reciprocal borrowing systems
- Willingness to learn and apply principles of diversity, equity, inclusion, and sustainability
- Excellent and effective communication skills with people from diverse backgrounds
- Effective interpersonal and team-building skills and the ability to foster a positive team environment among staff, volunteers, and community partners
- Ability to adapt to change and the willingness to teach and learn new ways of doing things, including new technologies
- Ability to work independently and efficiently and work flexible schedules, including evenings and weekends

Education & Experience

To Qualify for **Librarian I**, any combination equivalent to:

- Master's Degree in Library and Information Science, Informatics, or related field from an ALA-accredited school **OR**
- Significant completion towards MLIS degree **AND** a minimum of one year of library work experience

The Belvedere Tiburon Library is an Equal Opportunity and Drug-Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Updated March 2024