

The Position

Under the direction of the Assistant Director for Library Services, the On-Call Librarian provides professional public service coverage on an as-needed basis during staff absences, special programs, evenings, and weekends. On-Call Librarians support all core public service functions, including reference and research assistance, readers' advisory, technology help, circulation support, and customer service at public service points. On-Call Librarians are fully trained to independently open and close the Library, serve as Librarian in Charge, and ensure a safe, welcoming environment for all library users.

Classification

Librarian I, Librarian II (Experienced Librarian)

Examples of Duties

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.

- Provide reference and research assistance, readers' advisory, and information literacy support
- Assist patrons with devices, software, databases, eBooks, and digital tools.
- Offer guidance in printing, scanning, and general technology troubleshooting.
- Support patrons in navigating library materials, collections, equipment, and services.
- Support adult programs, reading groups, author events, and Library/Foundation initiatives.
- Independently open and close the Library.
- Serve as Librarian in Charge during evening/weekend shifts and monitor building conditions and escalate issues.
- Enforce library policies and prepare incident reports as needed.
- Supervise personnel, interns, and volunteers when needed.
- Perform additional duties as assigned, including direct public service, serving on task forces or committees, etc.

Knowledge, Skills & Abilities

- Knowledge of principles, trends, and practices of professional library work
- Understanding of and ability to 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 demonstrate the Library's core values of Inclusion, Creativity, Integrity, Growth, and Respect in daily interactions and in their work with peers and the public

- Ability to adapt to change and the willingness to teach and learn new ways of doing things, including new technologies
- Ability to handle multiple projects and deadlines, work independently and efficiently
- Ability to work in person at the library, including evenings and weekends, and short-notice shifts.

Minimum Qualifications

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

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
- Experience working in a library is desired

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

- Master's Degree in Library and Information Science, Informatics, or related field from an ALA-accredited school **AND**
- Two Years + of professional library experience, preferably in a public library
- Some supervisory experience is preferred

Additional On-Call Requirements

- Availability for evenings, weekends, holidays, and short-notice shifts
- Completion of opening/closing, safety, ILS training, and job shadowing
- Ability to work minimum required shifts/month

Physical, Environmental, and Working Conditions

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. While performing duties of this job, the employee will frequently sit, stand, and walk. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and physically move carts and boxes of library materials. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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.

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