

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
Job Description

DEPARTMENT: Library
TITLE: Reference Librarian (Makerspace and Electronic Resources)
DIVISION: Reference Services
REPORTS TO: Reference Services Manager
DATE: March 2023
STATUS: Exempt

SUMMARY

Under general supervision of the Reference Services Manager, this position is responsible for serving customers at a public service desk, developing and presenting programs and services to adult customers with an emphasis on access to electronic resources and collaboratively leading the Dabble Box (makerspace) in program planning for various ages.

EDUCATION/EXPERIENCE

- Master's degree in Library Science from an ALA accredited library school preferred.
- Bachelor's degree from accredited college or university or equivalent in training and proven work experience is required.
- Two years of professional library work experience including acquisition and management of electronic resources and makerspace technology. Experience in collection development, evaluation, and management principles and practices including materials selection techniques preferred.
- Experience providing instruction is preferred.

QUALIFICATIONS

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Proficiency with standard Microsoft applications (including Office applications), MS Teams or other team collaborative platforms, integrated library systems, and online searching.
- Understanding of the role of technology in providing library services and has enthusiasm for learning new technology-related skills.
- Knowledge of, a strong aptitude for, and ability to learn and adapt to various hardware and software including audio-visual equipment, personal computers, tablets, smart phones, various operating systems, and various makerspace equipment.
- Advanced understanding of and engagement with a range of library services, operations, modern trends, and best practices.
- Possesses a creative mindset to innovate new programming.
- Consistent display of excellent written and communication skills, including strong presentation skills.
- Ability to stay organized and balance the multiple tasks and deadlines associated with the day-to-day services of the library.

- Community-driven focus and enthusiasm for connecting and collaborating with community members and organizations.
- Ability to react quickly and effectively to difficult or emergency situations.
- Availability and flexibility to work day, evening, and weekend shifts as needed.

ESSENTIAL FUNCTIONS

The following are generalized duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Expectations

- Maintains prompt, predictable, and regular physical attendance.
- Responsible for maintaining a safe, secure, and orderly public space within the library building and grounds.
- Contributes to a positive, team-oriented work environment by being helpful, respectful, and approachable to both staff and the public.

Reference Service Desks and Staff-Led Programming

- Participates in the day-to-day operations of multiple service points overseen by Reference Services, including the makerspace service desk.
- Provides advanced research based on specialized knowledge, offers reader's advisory, submits ILL requests, and disseminates community information and referrals.
- Develops, maintains, and revises training materials and plans for staff and customers on relevant equipment and electronic resources, informs staff of updates or changes to equipment, electronic resources or procedures.
- Proposes and develops digital literacy workshops and literacy programs for adults.

Collection Development

- Selects and maintains areas of the adult print and non-print collections.
- Recommends materials for Library of Things collection.
- Actively serves on the Collection Development Committee.
- Negotiates and secures contracts and licenses for electronic resources and subscriptions across formats, including price quotes and trial access
- Oversees and maintains library's circulating hotspots.

Makerspace and Electronic Resources

- Works collaboratively with Reference and Youth Services to develop and maintain Maker and STEAM related programming in-building and outreach for customers ages 8 and older.
- Develops and implements new and emerging technology, services, and projects for the library's makerspace including creating and coordination of reference guides to empower customers to DIY in the makerspace.
- Works collaboratively with marketing staff to promote and maintain communication of makerspace resources and electronic services to an online audience via the library's social media, staff blog, and Library website.

- Conducts technology and electronic resource instruction to customers one-on-one, via outreach or in a class/program room setting, especially on library electronic resources and makerspace equipment.

NONESSENTIAL FUNCTIONS

The following are nonessential functions for this position. Other duties may be assigned.

- Serves on staff committees.
- Serves on community committees as a library liaison.
- Participates in professional organizations and professional development activities.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work involves frequent lifting and carrying of up to 10 pounds, and occasional lifting, carrying, and/or moving materials of 11–50 pounds. Work varies between sedentary (sitting) and frequent walking and standing. Occasional bending, squatting, twisting, and reaching motions are required.

LANGUAGE SKILLS

Must be able to read, write, give, follow, and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and customers.

SUPERVISION/DIRECTION RECEIVED

Reference Services Manager

SUPERVISION/DIRECTION EXERCISED

Coordinators, Reference Services and Makerspace
Assistants, Reference Services and Makerspace