

WESTLAKE PORTER PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE: Audio Visual Librarian - Popular Materials

JOB CLASSIFICATION: Grade 400, Sr. Specialist, Exempt

HOURS: Full-Time (40 hours). Evening and weekend hours are required on a rotation basis and as needed. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

JOB REQUIREMENTS:

Education/Experience

Requires ALA-accredited MLS. Prefer minimum 3 - 5 years public library experience, with 2+ years Collection Development Management experience with selecting, cataloging, purchasing or promoting AV materials preferred. Readers' Advisory skills are essential. Must have knowledge of all popular materials including fiction, videos, music and periodicals.

Knowledge/Skills

Requires thorough knowledge of principles, theories and concepts of library science along with a strong commitment to public service. Strong written, verbal, customer service and interpersonal skills are essential. Ability to speak in public, perform book talks, book reviews for community groups and lead book discussions, if necessary. Flexibility along with good-humored, customer focused, change and team oriented skills is a must. Valid Ohio driver's license required.

Working Conditions

Works primarily inside the library. May be required to attend meetings or training sessions outside the library.

REPORTS TO: Popular Materials Manager

SUPERVISES: [In managers absence] All Popular Materials staff.

BRIEF JOB DESCRIPTION

BASIC SUMMARY:

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by providing accessibility to and instruction in an array of resources in multiple formats on-site, and by linking individuals with resources and agencies off-site, that meet their information needs. **This position helps support this mission by identifying, planning, developing and evaluating current and future audiovisual services provided by the library.**

DETAILED JOB DUTIES: (Essential duties = 1 - 10)

1. COLLECTION DEVELOPMENT

Coordinates and oversees collection development of audiovisual materials. Serves as a selector of a portion of the AV collection. Maintains a quality collection through appropriate selection of new materials and weeding. Routinely assesses and analyzes patron's audiovisual needs through detailed collection turnover rates, holds ratios and other means. Vigilantly scans review journals, vendor information and circulation trends, projecting popular audiovisual trends. Facilitates communication among all AV selectors. Makes recommendations regarding all aspects of AV materials: cataloging, processing, policies, etc.

2. READERS' ADVISORY & INFORMATION SERVICES

Provides advisory and reference services to adults, particularly assisting patrons in researching and locating AV materials. Encourages use of the libraries resources and lifelong learning with all ages. Answers standard reference questions, using both print and online resources.

3. PROGRAM AND SERVICE PLANNING

Recommends, plans, and creates programs, displays and services related to AV materials through continuous community analysis and observation, objective needs assessment, and astute utilization of team and community input and staff talents.

4. PROJECT PLANNING AND IMPLEMENTATION

Uses project management skills and works in conjunction with the Program Team to plan, implement, and coordinate programs for National Library Week, summer reading program, special grant projects, etc, that are related to the libraries AV collection or that have a multimedia emphasis.

5. MARKETING

Aggressively markets the library's AV collection and Readers Advisory services through displays, printed materials, signage, web page visibility, and utilization of other marketing tools. Liaisons with and speaks to community groups interested in book talks. Provides reviews and features for Bookpage, Notes, and WPPL's website and also creates brochures, bibliographies, and signs to promote the AV collection and services.

6. CUSTOMER SERVICE

Ensures provision of polite, attentive, exuberant customer service to all. Models and reinforces excellent customer service skills. Handles customer suggestions and complaints in the Popular Materials area. Explains library policies and overall service philosophy to concerned customers. Refers incidents when appropriate and necessary. Processes "Requests for Reconsideration" informing Administration.

7. MANAGEMENT AND LEADERSHIP

Assists with orientation of new employees in the Popular Services area. Under the supervision of the Manager, trains and coaches employees who work at the Popular Materials Desk and serves as shift supervisor in the absence of the Manager. Ensures adequate and accurate communication of library projects and priorities within the AV area. Provides and facilitates input, innovation, and enthusiasm from the Popular Materials department. Maintains currency and awareness of AV formats and services.

8. ADMINISTRATIVE SUPPORT

Supports the overall mission as well as Board and administrative priorities of the library. Performs administrative duties in a timely, accurate, and quality fashion. This may include completing monthly, semi-annual and annual statistical and narrative reports; fulfilling planning responsibilities; submitting budget needs requests and implementing expenditures in an efficient and accountable manner; serving as a team member, with a library-wide perspective; and using objective analytical, problem-solving, and consensus-building skills to contribute to decisions affecting AV, popular materials, and overall library services.

9. ADMINISTRATION

Serves as the librarian in charge (LIC) in the absence of the Director, Assistant Director, and other senior librarian. Duties include responsibility for opening and/or closing, handling patron complaints, handling and reporting unusual incidents, dealing quickly and effectively with security and safety issues and emergencies, and handling crisis situations and media encounters. Attends Westlake Citizens Police Academy.

10. COMMUNICATION AND NETWORKING

Works and serves as a positive part of a team-oriented work environment to initiate, maintain, and/or implement effective, efficient, innovative, customer-oriented service to the public and other library staff.

- Serves as enthusiastic and positive leader within the Popular Materials area by communicating effectively with coworkers and other departments; by assisting the administration in all aspects of providing good customer service to the public and other departments; and by understanding, performing, and conveying the library's role, mission, and values.
- Keeps informed of and conveys library activities and policies by attending general staff and departmental meetings, and by participating in workshops or training offerings when appropriate and as requested or required. Keeps informed of current trends and issues through journals, meetings, and development opportunities.
- Performs miscellaneous related additional duties as needed by the library and assigned by the supervisor.

PHYSICAL DEMANDS CHECKLIST

AV Specialist - Popular

Job Title: Materials

Date: March 22, 2000

PHYSICAL STRENGTH FACTORS:

Does this job require:

Lifting Yes No
Pushing Yes No
Pulling Yes No
Carrying Yes No
Reaching Yes No

If Yes, list maximum weight: 20#

Does job require reaching above shoulders? Yes No

Does job require reaching to floor level? Yes No

Gripping Yes No

PHYSICAL MOBILITY FACTORS:

Throwing Yes No
Sitting Yes No
Standing Yes No
Walking Yes No
Climbing Yes No
Stooping/Bending .. Yes No
Crouching..... Yes No
Kneeling..... Yes No
Crawling..... Yes No
Twisting Yes No
Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

Hearing:

Conversation Yes No

Sounds..... Yes No

Vision:

Far Yes No

Near..... Yes No

Color..... Yes No

Depth..... Yes No

Perception:

Spatial..... Yes No

Form..... Yes No

Feeling..... Yes No

WORK ENVIRONMENT:

Inside Work..... Yes No
Outside Work..... Yes No
Hot/Cold..... Yes No
Fumes..... Yes No

Traveling..... Yes No

Working Alone Yes No

Working in a Group..... Yes No

Interact with public Yes No

Hazards:

Machines Yes No
Electrical..... Yes No
Sharp tools..... Yes No
Slippery floors ... Yes No
Congestion..... Yes No
Heat/cold Yes No
Dust/vapor Yes No

Operate:

Equipment Yes No

Telephone..... Yes No

Computer..... Yes No

ACCESSIBILITY FACTORS:

Doors..... Yes No
Aisles Yes No
Tables Yes No

Bathrooms Public..... Yes No

Drinking Fountain..... Yes No

Parking..... Yes No

Telephone