

# WESTLAKE PORTER PUBLIC LIBRARY

---

## JOB DESCRIPTION

**JOB TITLE:** Substitute Reference Librarian

**JOB CLASSIFICATION:** Grade 320, Specialist Tier, Librarian, Regular

**HOURS:** Substitute Hours Only – Hours as Needed Only.

### JOB REQUIREMENTS:

#### *Education/Experience*

---

MLS from an ALA-accredited program required. Library or other relevant experience preferred.

#### *Knowledge/Skills*

---

Knowledge of basic print and online reference sources required. Experience in searching the Internet required. Familiarity with computers and considerable computer comfort is essential. Proficient verbal, writing, and interpersonal skills are required. Ability to communicate effectively and to function effectively in a team-oriented environment is critical. Good public service skills are a must. Cultural literacy, i.e., a broad knowledge base, is essential.

#### *Working Conditions*

---

Work is performed primarily in the library. Travel to occasional meetings or speaking engagements outside the library. Lifting and moving of light library materials and equipment is expected.

### REPORTS TO:

Reference Services Manager

### SUPERVISES:

None

#### *BASIC SUMMARY:*

---

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons. This position helps support this mission by **1) helping patrons determine their alternatives, locate materials or information, and understand how to use the materials, equipment, and processes in the library, and 2) providing accurate, timely information, materials, and referrals in a courteous and expedient manner.**

### DETAILED JOB DUTIES: (Essential duties = 1 - 3)

## WESTLAKE PORTER PUBLIC LIBRARY

---

### **1. Provides courteous, accurate, and responsive direct reference service (80%):**

- Provides reference service by directly assisting library patrons, in person, on the phone, via e-mail, and in real time in finding materials or information to meet their informational and recreational needs.
- Instruct individuals in the use of the public online catalog, the online databases provided by the library and/or OPLIN, the Internet, library materials and equipment, and in library policies and procedures. This may be on a one-to-one or group basis, including school visits and other tours. May be asked to teach computer classes
- Provides readers' advisory services by recommending appropriate reading/viewing materials to patrons, when asked. May be asked to give book talks.

### **2. Performs support/auxiliary reference services (15%):**

- Selects and deselects materials for specific areas of the collection, as required or assigned.
- Initiates referral efforts or interlibrary loan requests if the information needed is not available in Porter Public Library.
- Maintains all necessary statistics concerning the number and type of information requests received and materials used, as required.
- Compiles booklists, bibliographies, and special interest lists or materials, as requested. Indexes library resources as needed.

### **3. Works and serves as a positive part of a team-oriented work environment to initiate, maintain, and/or implement efficient, effective, innovative, customer-oriented service to the public and each other (5%):**

- Serves as a positive part of the Reference team by communicating effectively with coworkers and supervisors and by assisting the Coordinator and Assistant Coordinator of Reference in all aspects of providing good reference service to the public.
- Keeps informed by attending departmental and general staff meetings and by participating in other workshops or training offerings when appropriate and as requested or required.
- Performs miscellaneous related additional duties as needed by the library and assigned by the supervisor.

# WESTLAKE PORTER PUBLIC LIBRARY

---

## PHYSICAL DEMANDS CHECKLIST

Date January 31, 2001 Job Title Substitute Reference Librarian

### PHYSICAL STRENGTH FACTORS:

Does this job require?:

Lifting  Yes  No

If Yes, list maximum weight: 20#

Pushing  Yes  No

Pulling  Yes  No

Carrying  Yes  No

Reaching  Yes  No

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

### 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

### SENSORY/PERCEPTUAL FACTORS:

#### 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

Telephones  Yes  No

Staff Room  Yes  No

Bathrooms Public  Yes  No

Drinking Ftn  Yes  No

Parking  Yes  No