

JOB TITLE: Extension Services Librarian

JOB CLASSIFICATION: Professional I

REPORTS TO: Extension Services Manager

JOB LOCATION: Main Library – Extension Department

SUBMIT APPLICATION TO: Cindy Lane, Human Resources Manager
La Porte County Public Library
904 Indiana Avenue, La Porte, IN 46350
clane@lapcat.org

PURPOSE OF POSITION:

Responsible for supervision and coordination of Extension Office staff in delivering high quality, courteous, and professional customer service to Extension patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not all inclusive)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Customer Services:
 - a. Lead Extension Office Circulation Specialists in effective customer service skills.
 - b. Lead Extension Office Circulation Specialists in promoting use of all collections, programs, and services system wide.
2. Under the direction of the Extension Services Manager, supervise staff responsibilities and services:
 - a. Assist Human Resources Manager with recruiting Extension Circulation Specialists.
 - b. Coordinate training and continuing education for Extension Circulation Specialists.
 - c. Supervise work schedules and assignments for Extension Circulation Specialists in Extension Office including subbing at branches.
 - d. Supervise Door Step Delivery schedules, interview new Doorstep Delivery patrons, promote the service, etc.
 - e. Evaluate staffing levels and work processes, and make recommendations for changes as needed to maintain an efficient workflow.
 - f. Prepare performance evaluations and establish agreed upon annual goals for Extension Circulation Specialists in Extension Office.
3. Collection Development and Maintenance:
 - a. Under the general direction of the Extension Services Manager, select materials and weed collections in Extension Services, according to the library's materials and selection policy and collection development guidelines.
 - b. Under the general direction of the Extension Services Manager, supervise and maintain rotating collections for the department using the Mobile Collections Module of the automated system.
 - b. Assist in evaluating, adding, or deleting online resources.
 - c. Assist in developing the library's web site.

4. Supervise the daily operations of the Extension Office:
 - a. Keep department records and forms up to date.
 - b. Supervise keeping the department in good order.
 - c. Request and disburse supplies for Extension Services.
 - d. Monitor receipt of fines and fees from Extension locations.
 - e. Supervise pick-up, sorting, and delivery department mail daily.
 - f. Tabulate statistics for Extension Services, and assist with analysis of these statistics.
 - g. Coordinate mail, lists, boxes, etc. for van deliveries.
 - h. Serve as first contact for troubleshooting a variety of issues for the branches and the mobile library.
5. Sub at branches and on mobile library as needed.
6. Participate in appropriate professional meetings and continuing education.
7. Read professional publications and keep Extension staff aware of developments in the field.

QUALIFICATION REQUIREMENTS:

All job requirements listed below are representative of the education, knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

- Master's Degree from an accredited graduate library school, and/or
- Indiana State Certification as Librarian III or higher, and/or
- Special training and/or experience in relevant area.
- Ability to organize and supervise.
- Experience with automated systems, and/or the ability and willingness to learn to effectively use the automated system, and electronic resources, including the internet.
- Ability and/or willingness to learn to use word processing and spread sheet software.
- Ability and willingness to become familiar with, library materials, services, programs, collections, and procedures.
- Strong interest in, and ability to, work well and deal tactfully with: staff, visitors, government agencies/personnel, and the general public.
- Ability to communicate effectively with staff and the public, using verbal, hand written, and electronic formats.
- Ability to use more complex functions of the automated system, specifically the ability to master the use of the "Create Lists" function.
- Ability to accurately alphabetize materials.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to exercise sound independent judgement.
- Ability to effectively present information and respond to questions from staff members, patrons, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume, and to apply concepts of basic algebra and geometry.
- Ability to work harmoniously and effectively with other staff members.
- Ability to work flexible schedule including evenings and weekends as assigned.
- Ability to sit or stand for prolonged period (1 or more hours).
- Valid Indiana chauffeur's license.
- Ability to use, or learn to use, the following equipment in order to perform job functions:
 - a. Personal computer, printer, scanner, etc.
 - b. Internet
 - c. Telephone system
 - d. Photocopier
 - e. Calculator
 - f. Fax machine

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

Work Environment:

- a. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to fumes or airborne particles.
- b. While performing the duties of this job, the employee is regularly exposed to weather elements and fluctuating temperatures in the bookmobile.
- c. While performing the duties of this job, the employee regularly works in a confined area (bookmobile).
- d. While performing the duties of this job, the employee may work in locations where access to restrooms is not readily available.
- e. The noise level in the work environment is usually moderate.

Page 4

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This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

NOTE: This is a full time (40 hours per week) position, including evenings and weekends as assigned. This position may also include traveling to professional meetings, workshops, or other activities which may be deemed necessary for attendance.

07/08; revised 10/08; 11/08; 05/2012