



Job Title: Circulation Assistant

Status: Full or Part Time

Schedule: Primarily weekends, weekdays and evenings as required

Reports to: Library Director

Position: Non-exempt

The Chillicothe Public Library District is seeking a welcoming, compassionate, energetic, innovative, self-motivated, individual to provide outstanding service and support in a public library setting. The part-time Circulation Assistant will primarily be responsible for providing exceptional customer service at a busy Circulation Desk. The ideal candidate will have exceptional time-management skills and can effectively prioritize duties in a fast-paced environment.

POSITION SUMMARY:

This non-exempt, part-time position is responsible for providing circulation services to users.

Responsibilities and Duties:

- Practices exceptional customer service skills.
- Welcomes all library users with a friendly, and courteous approach.
- Performs library materials check-in, check-out, renewals.
- Places holds for requested items.
- Registers, renews and updates patron accounts, including collecting payments for fines and/or fees.
- Assists patrons with library computers, copier and scanner.
- Responds to telephone inquiries.
- Communicates library policies and procedures courteously and accurately.
- Conducts basic reference and reader's advisory searches.
- Enthusiastically promotes library services and programs.
- Other duties and tasks as assigned.

Knowledge, Skills & Abilities

- Basic computer skills.
- Excellent verbal and written communication skills.
- Ability to exercise judgement/discretion when working with the public and staff.
- Organized, detail oriented, and exceptional time management skills.
- Ability to bend, stoop, reach, stand or sit at length and lift up to 50 lbs.
- Flexible schedule that can accommodate day, evening & weekend hours.

Education and/or Experience Requirements

- Minimum: High School Diploma and two years of customer service experience.
- Preferred: LTA, or college degree with at least one year of customer service experience.



Job Title: Circulation Associate
Status: Full or Part Time
Schedule: Weekdays, some nights and weekends
Reports to: Library Director
Position: Non-exempt

POSITION SUMMARY

The purpose of the Circulation Associate position is to perform routine customer service and clerical functions associated with successful library operations. The Circulation Associate also oversees organizing and training the Volunteer group.

Examples of Duties

- Assists in the overall day-to-day operation of the service area.
- Process new customer registrations, and issue library cards.
- Follows RSA standards for patron record retention.
- Inform customers of account status, and answer questions as needed.
- Process payments for fines and fees; issue appropriate receipts.
- Initiates search for materials claimed "returned".
- Processes library materials timely and accurately.
- Performs basic bibliographic searches utilizing the Circulation module of the automation system.
- Inspects condition of library materials for cleaning, damage, maintenance and repairs; assess fines as appropriate.
- Receives, process, sort and prepare materials for shelving.
- Shelves, shelf-reads and shifts materials.
- Answers directional questions.
- Attempts to resolve customer concerns by phone or in person.
- Refers customer concerns to the supervisor when appropriate.
- Assists with training new staff and volunteers.
- Collects statistics for monthly report to director and board.
- Performs opening/closing duties as assigned.
- Adheres to library's policies and procedures.
- Demonstrates respect for customers and fellow staff, and fosters a collaborative team environment.
- Actively participates in professional development and continuing education opportunities.

Knowledge, skills, and abilities:

- Exceptional customer service skills.
- Good knowledge of computer based technologies.
- Skilled at cash handling.
- Highly skilled in clerical functions.
- Exceptional organizational skills.

Qualifications

Minimum of a high school diploma or GED and four (4) years customer service experience required. Post-secondary education may substitute for up to one (1) year of the required experience.



Job Title: Custodian

Position: Full or Part Time

Schedule: Weekdays, some nights and weekends as necessary

Reports to: Library Director

Position: Non-exempt

POSITIONS SUMMARY:

Works under general supervision of the Library Director and performs a variety of cleaning and maintenance duties to keep all areas of the library in an orderly, clean and attractive condition.

Responsibilities and Duties:

- Sweeps and mops hallways, stairs and other areas. Cleans carpeted floors with vacuum cleaner.
- Cleans windows and sills. Cleans shelving, furniture and other equipment.
- Empties wastebaskets, cleans lavatories, replaces light bulbs and makes minor repairs to furniture. Cleans and tidies up around the outside of the building, including weeding and trash pick-up.
- Prepares meeting rooms for meetings; arranges furniture.
- Prepares materials for recycling and brings them to curb.
- Makes minor repairs to plumbing and electrical fixtures, such as: replacing light bulbs and electrical plugs, replacing washers in faucets, unclogging drains.
- Moves or assists in moving books, furniture and supplies within the library.
- Empties book returns.
- Clears snow and ice from around library.
- Cuts shrubs and bushes around library.
- Assists with library closing procedures.
- Performs other duties as instructed.

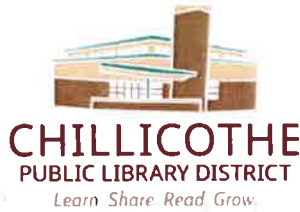
Requirements & Skills:

- Ability to converse, speaking clearly, concisely, and courteously.
- Ability to interact with co-workers and patrons in a calm, pleasant manner.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to comprehend and follow written and/or oral one-or-two step instructions.
- Knowledge of plumbing & electric helpful.
- Must have sufficient physical strength to perform job duties.
- Must possess valid driver's license.

Minimum Requirements:

High School or equivalent diploma.

Plumbing & Carpentry experience preferred.



Job Title: Network & Systems Specialist
Status: Full or Part Time
Schedule: Weekdays, some nights and weekends as necessary
Reports to: Library Director
Position: Non-exempt

POSITION SUMMARY:

The System & Network Administrator is responsible for the day-to-day operation and maintenance of the library's Integrated Library System (ILS), and all hosted and subscription services in addition to the day-to-day operation and maintenance of all computers and networks within the library.

Essential Functions & Responsibilities

Primary

- Operates, monitors and maintains:
 - the library servers, networks & computers systems.
 - Integrated Library System (ILS) and related components.
 - Telephone and voicemail systems.
 - Hosted services and subscription databases.
 - Building security systems.
- Coordinates to day-to-day operation of library servers, networks, and computer services:
 - Installs and maintains computers systems and network equipment.
 - Performs routine hardware and software updates, and preventative maintenance.
 - Works with library hardware and software vendors.
 - Keeps maintenance records.
 - Orders and procures equipment and supplies.
 - Investigates and resolves hardware and software problems.
 - Trains staff and patrons in the use of systems, peripherals, hardware & software.
 - Generates system reports, statistics, and other information as needed.
 - Prepares and maintains a procedure manual for routine functions of the position.
 - Responds to help desk support inquiries.
- Offers input for addressing inter- and intradepartmental issues related to IT.
- Assists in evaluating and recommending new technologies.
- Attends scheduled meetings and training, as required.
- Maintains awareness of overall library functions, projects, and goals.
- Represents the library in a positive fashion at all times.

Secondary

- Participates in professional development and continuing education, as appropriate.
- Keeps current on trends, issues, and best practices for library systems.
- Develops and maintains technical skills applicable to the position.
- Understands the mission of the library and uses technology to achieve the goals of that mission.
- Performs other duties, as assigned.



Requirements & Skills:

- Preferred 3 to 5 years' experience in designing and presenting IT and new technology training.
- Requires demonstrated expertise in MS Office products, Adobe, Windows 10 and Windows 2016 Server.
- Proven proficiency in resolving network conflicts.
- Moderate experience with library automation systems.
- Excellent verbal and written communications, especially with audiences with a variety of skill levels.
- Experience with Remote Desktop Protocol (RDP).
- Strong collaboration skills.
- Proficiency in web applications preferred.

Preferred Education: Bachelor degree in related field.

Preferred Certification(s): CompTia A+, and Network +
Microsoft
Cisco



Job Title: Programming Librarian

Status: Full or Part Time

Schedule: Weekdays, some nights and weekends

Reports to: Library director

Position: Non-exempt

POSITION SUMMARY

Under the direction of the library Director, Programming Librarian creates, and implements a diverse and attractive variety of programs designed to educate, inform and entertain the community. The Programming Librarian also oversees marketing, publicity and public relation activities relating to each program.

Responsibilities and Duties

- Creates, plan and implements programs, presentations, workshops and participatory experiences for adult patrons and the larger community both in the library and offsite.
- Creates dynamic promotional materials to promote programs.
- Curates information and designs monthly newsletter for in-house printing and eNewsletter.
- Maintains Public Relations media contact list.
- Keeps abreast of original, innovative programs and services offered by other public libraries.
- Cultivates relationships with community members, agencies, and organizations to garner feedback and potential partnerships.
- Represents library in the community.
- Seeks outside sources of funding to sustain our high level of programming through grants and donations.
- Creates and maintains methods for tracking program attendance, costs and other relevant metrics.
- Provides friendly, enthusiastic, and helpful library services to our patrons while working the Reference and Circulation desks.
- Performs Circulation Desk functions utilizing library management system.
- Creates an environment that is attractive, inviting, enjoyable and convenient to use.
- Identifies, interprets and accesses a variety of information sources appropriate to customer needs and abilities.
- Provides accurate and comprehensive information in response to customer requests.
- Remains current on reading, viewing and listening interests and technology needs of library customers.
- Demonstrates a knowledge and appreciation of literature, periodicals, audiovisual materials, web sites electronic media, and other materials that constitute a diverse, current and relevant collection.
- Assists customers in use of library technologies.
- Participates in special projects.
- Pursues continuing education opportunities.
- Continually updates knowledge of available resources and best practices.
- Performs other duties as assigned.



Knowledge, Skills and Abilities

- Exceptional customer service skills.
- Desire to serve all members of the public under the direction of the Library Director in a team environment.
- Thorough knowledge, comprehension and ability to adhere to library policies and procedures.
- Exceptional communication skills.
- Exceptional computer and computer software abilities.
- Exceptional time management skills.
- Ability to plan, execute and evaluate programs.
- Ability to take direction, work cooperatively and/or independently.

Education and/or Experience Requirements

Minimum: Associate Degree or two years of college or Bachelor's degree in any field; with at least one-year customer service experience required.

Preferred: MLS or MLIS from ALA accredited school preferred or Bachelor's degree in Communications, Advertising or Marketing with at least one-year customer service experience required.



Job Title: Reference Librarian

Position: Full or Part Time

Schedule: Combination of weekdays, weekends and evenings

Reports to: Library Director

Position: Non-exempt

The Chillicothe Public Library District is seeking a welcoming, compassionate, energetic, innovative, self-motivated, individual to provide outstanding service and support in a public library setting. The part-time Reference Librarian will primarily be responsible for providing general reference and reader's advisory services, technology assistance, and attending to basic clerical duties.

Responsibilities:

Provides general reference and Reader's Advisory service, along with informational and directional assistance.

Assists patrons with program registration and cancellation.

Process transactions for fines, fees and other charges.

Assists patrons with the use of eLibrary platforms, library equipment and technologies.

Attends staff meetings, staff training days, and department meetings.

Other duties as assigned.

Requirements:

Minimum: 2 years of college, and at least one year of work experience in customer service.

Preferred: LTA or MLIS with at least one year of work experience in public library or customer service environment.

Knowledge and Skills:

Exceptional soft skills.

Adept at creating positive environment and user experience.

Strong ability to learn and teach new equipment and technology use.

Strong ability to deal with multiple tasks effectively and efficiently.

Strong attention to detail.

Abilities to meet physical demands, including but not limited to:

- carry materials up to 50 pounds.
- bend, reach and lift with frequency or repetition.
- sit for long periods.



Job Description: Technical Services & Acquisitions Librarian

Status: Full or Part Time

Schedule: Weekdays, with some nights

Reports to: Library Director

Position: Non-exempt

POSITION SUMMARY

This position is responsible for managing, planning and supervising all acquisition operations by coordinating the procurement and receipt of library materials. This job reports directly to the library director.

This position also includes Technical Service responsibilities that involve elementary cataloging, maintaining administrative records and files, complex clerical and typing work which requires good knowledge, skill and ability of all library technical support functions.

Examples of Duties for Acquisitions

- Supervises and manages all routine day-to-day acquisition activities including procurement, tracking, inventory control, A/R, A/P, cash handling, and financial reporting.
- Creates, implements and maintains Materials Budget reports that track allocated, encumbered and expended budgets for library collections.
- Supervises and manages all activities in ordering and receiving new materials.
- Collaborates with the director to coordinate allocating funds by collection.
- Establishes and maintains effective relationships with book vendors and electronic service providers.
- Ensures the review of current and prospective vendors to assess service, pricing, renegotiating pricing structures with various vendors.
- Remains current and knowledgeable of trends in acquisitions, collections and electronic resource management.
- Seeks opportunities to introduce new methods and technologies to improve service.
- Actively employs best-practice standards for collection development and weeding functions.
- Manages all social media platforms including scheduling, responding to and monitoring activities.
- Actively participates in continuing education opportunities.
- Effectively completes other duties as assigned.

Examples of Duties for Technical Services

- Performs elementary descriptive cataloging using automated bibliographic database.
- Oversees book processing.
- Resolves routine problems in technical procedures.
- Performs a variety of library clerical tasks, as assigned.
- Responsible for serials, acquisitions and processing.
- Performs related work as required.



Knowledge, Skills and Abilities

- Good knowledge of basic library methods, techniques and procedures.
- Good knowledge of standard cataloging practices and principals.
- Good knowledge of standard office and library machines.
- Good knowledge of automated systems as they apply to book processing.
- Considerable knowledge of reader interest levels.
- Considerable knowledge of publishing cycles and industry standards.
- Considerable knowledge of budget cycles, and general financial management.
- Considerable aptitude for creating effective financial reports.
- Considerable ability to understand and follow written and oral instructions.
- Considerable ability to pay attention to detail.
- Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.
- Exceptional time management and organizational skills.
- Exceptional at oral and written communications.

Qualifications

Minimum: High School diploma or GED and at least one-year in customer service position, and one-year in library technical service area.

Preferred: Two-year degree from a recognized college in library technology or a related field plus bookkeeping and library technical experience.



Job Description: Technical Services & Resource Sharing (ILL) Librarian

Status: Full or Part Time

Schedule: Weekdays, with some nights

Reports to: Library Director

Position: Non-exempt

POSITION SUMMARY

This is responsible clerical and technical work involving technical support services in a library. Work involves responsibility for a variety of technical procedures, elementary cataloging, maintaining administrative records and files, and complex clerical and typing work and requires good knowledge, skill and ability of all library technical support functions.

This position is also responsible for the day to day operations of the library resource sharing functions including managing consortium and OCLC requests, material handling of all incoming and outgoing loans, gathering statistics, generating monthly usage reports, and performing other procedures as required.

Examples of Duties for Interlibrary Loan

- Processes patron interlibrary loan requests through RSA, OCLC or other bibliographic utility
- Processes borrowing requests from other libraries.
- Verifies, locates, and replies to interlibrary loan requests; sends out requested materials via courier and mail.
- Maintains records of interlibrary loan transactions, correspondence files, and custom holdings.
- Sends requests for materials online; receives and logs materials borrowed from other libraries.
- Checks –in materials, and processes overdue items and invoices. Ensures borrowed materials are returned to lending libraries.
- Works with Integrated Library System circulation software to determine interlibrary loan item, status and location; checks out interlibrary loan items by creating brief bibs.
- Places and traps holds; routes items; renews items.
- Organizes and maintains email folders of interlibrary loan requests; replies to requests; prints requests; replies to status checks.
- Employs spreadsheet software to view, compile and report interlibrary loan statistics.
- Collaborates with regional courier delivery service to ensure materials are labeled properly and delivery problems are promptly resolved.
- Reports monthly statistics.
- Records and prepares interlibrary loan invoices for damaged and lost items.
- Sends letters to alert libraries that a borrowed item is significantly overdue and borrowing privileges will be blocked if item not paid for and account cleared.
- Assists customers and staff members navigate all facets of interlibrary loan services.
- Fosters and maintains effective working relationships with nationwide interlibrary loan staff and Vendors.



Examples of Duties for Technical Services

- Performs elementary descriptive cataloging using automated bibliographic database.
- Processes all interlibrary and OCLC requests for materials.
- Oversees book processing.
- Resolves routine problems in technical procedures.
- Performs a variety of library clerical tasks, as assigned.
- Runs various reports as requested using ILS applications.
- Responsible for serials, acquisitions and processing.
- Performs related work as required.

Knowledge, Skills and Abilities

- Good knowledge of basic library methods, techniques and procedures.
- Good knowledge of standard cataloging practices and principals.
- Good knowledge of standard office and library machines.
- Good knowledge of automated systems as they apply to book processing.
- Some knowledge of reader interest levels.
- Exceptional time management and organizational skills.
- Good ability in oral and written communications.
- Considerable ability to understand and follow written and oral instructions.
- Considerable ability to pay attention to detail.
- Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

Qualifications

Minimum: High School diploma or GED and at least one-year in customer service position, and one-year in library technical service area.

Preferred: A two-year degree from a recognized college in library technology or a related field plus some library technical experience.



Job Title: Youth Librarian
Status: Full or Part Time
Schedule: Weekdays, some nights and weekends
Reports to: Library Director
Position: Non-exempt

POSITION SUMMARY

A professional position responsible for the provision of reference, readers' advisory services, and collection development for all formats of children's and young adult materials. This position is also invested with making professional-level library decisions requiring considerable knowledge, skill and ability in every phase of the public library field, particularly relative to youth materials and services.

Essential Functions & Responsibilities:

- Directs and supervises the operations of the Children's and Young Adult library services including programming, collection development and collection maintenance.
- Coordinates Children's & YA service operations with other library services and functions.
- Provides exceptional Reference & Reader's Advisory services primarily for Children's & YA users.
- Creates offsite programs that encourage literacy and library use.
- Assists in promoting library use, especially programs and services of the children's service.
- Evaluates and selects materials for library acquisition.
- Establishes best practices for collection development and maintenance.
- Practices exceptional fiscal management, and reporting skills.
- Assists in drafting children's library service policy, as assigned.
- Serves as the authority on children's service.
- Represents the library on local, state and national committees.
- Pursues alternative funding opportunities for programs and materials.
- Creates and maintains methods for tracking program attendance, costs and other relevant data.
- Attends conferences and conventions regularly.
- Actively collaborates with colleagues in library and educational fields.
- Actively participates in Continuing Education programs.
- Performs related work as required.

Knowledge, Skills and Abilities

- Considerable knowledge of the principles and practices of public library functions.
- Considerable understanding of needs and abilities of children and the available library materials and services.
- Good knowledge of the principles and practices of major library services.
- Exceptional abilities in oral and written communications.
- Exceptional ability to administer activities for children's library services.
- Considerable ability to supervise the work of others.
- Considerable ability to develop short and long-term plans for children's library services.
- Good ability to make decisions in an environment of limited resources and competing claims.