

Librarian II - Administrative Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library procedures as well as City Hall procedures. Must have skills to organize and maintain library purchase orders and other records.

Examples of work performed:

- Obtains and reports all Library statistics
- Prepares all reports for Library Board meeting
- Records minutes at Library Board meetings
- Receives all bills and processes for payment
- Maintains the documentation of the Material Safety Data Sheets
- Collects daily receipts and balance accounts
- Deposits all receipts at City Hall
- Keeps account of petty cash
- Assists Library Director in monitoring the Library's budget
- Orders, receives, and keeps inventory of all supplies
- Maintains office photocopier and other office equipment
- Maintains inventory of fixed assets
- Manages organization and storage of all Library records
- Assists at public service desks as needed
- Shelves materials as needed
- Plans and implements programming, events, classes, and activities as needed
- Creates promotional materials and updates Library social media and/or website as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented, and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Librarian II - Adult Services Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library procedures and the Library collection, especially the adult collections. Must have skills to work closely with the public to build and maintain essential Library services.

Examples of work performed:

- Acts as Library Administrator in the absence of the Library Director
- Supervises part-time Library Assistant staff assigned to Adult Services area
- Supervises and performs circulation tasks such as checking materials in and out, creating new patron accounts, placing holds, etc.
- With the Collection Development Librarian, selects and deselects materials for adults
- Develops and supervises Adult Literacy and English Language Learning (ELL) services for Library patrons
- Keeps departmental records and statistics
- Develops departmental goals and helps implement them
- Keeps abreast of professional developments
- Instructs patrons in basic library use
- Helps patrons find information in person, on the telephone, and via email
- Helps patrons locate materials in the department or library
- Provides readers advisory services
- Creates displays to highlight collections or services
- Creates promotional materials and updates Library social media and/or website as needed
- Acts as Library representative to professional organizations and community groups as needed
- Assists patrons with computer and printer use as needed
- Plans and implements programming, classes, events, and activities as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented, and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Librarian II - Collection Development & Systems Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library policies and procedure as well as working knowledge of the Library's computer systems and the Library collection. Must have skills to work closely with the public and various Library vendors to build and maintain essential Library services.

Examples of work performed:

- Maintains and curates the Library's collection through the selection, deselection, and processing of materials
- Delegates selection, deselection and processing of materials to appropriate staff
- Stays abreast of book reviews, publishing trends, and local and general interests in order to identify materials to meet patron needs, enrich the Library's collections, and correct deficiencies
- Allocates funds to meet collection development goals
- Maintains the bibliographic database; performs original, contributed, and copy cataloging for Library materials in all formats
- Supervises part-time Library Assistant staff assigned to the Computer Lab
- With the Library Director, installs and maintains library computers, including hardware and software maintenance, updates, and troubleshooting
- Assists patrons with computers and printers/copiers as needed
- Helps patrons find information in person, on the telephone, and via email
- Instructs patrons in basic library use
- Enforces library policies
- Attends professional meetings and training workshops
- Keeps departmental records and statistics
- Develops departmental goals and helps implement them
- Plans and implements programming, events, classes, and activities as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented, and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Librarian II - Genealogy & Research Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library policies and procedures, genealogical and general research procedures, and the Library's local history collection.

Examples of work performed:

- Maintains and curates the Library's genealogical and local history collection through the selection, deselection, and processing of materials
- Manages and curates departmental equipment including the Legacy Lab and Makerspace equipment
- With the Collection Development Librarian, selects and deselects materials for adults
- Supervises part-time Library Assistant staff assigned to the Local History/Genealogy area
- Assists patrons in finding information in person, on the phone, and via email
- Researches, orders, returns, and manages all Inter-Library Loan items
- Instructs patrons in basic library use
- Enforces library policies
- Provides readers advisory services
- Attends professional meetings and training workshops
- Keeps abreast of professional developments
- Oversees test proctoring
- Takes inventory of genealogy and local history materials
- Catalogs and manages archived materials
- Manages newspapers and microfilm
- Archives and preserves materials as appropriate
- With the Library Director, selects and maintains online resources and other subscriptions
- Assist patrons with online resource use
- Plans and implements programming, events, classes, and activities as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Aptitude for working with the public
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Library Assistant

Overview

Description:

A part-time position assisting in all aspects of library service to the public. A Library Assistant may be asked to specialize in a particular area of Library service such as Youth Services, Adult Services, Computer Lab, Genealogy and Local History, etc. but will be expected to be able to assist in all areas of the Library.

Examples of work performed:

- Checks materials in and out
- Shelves books
- Assists in the processing of materials
- Handles patron account transactions
- Assists patrons with general, directional, and reference questions
- Assists patrons with general computer questions
- Assists with programming, events, classes, and activities as needed
- Assists full-time staff as needed

Requirements for position:

- High school diploma or equivalent or ability to obtain diploma or equivalent within 2 years
- Self-directed and able to learn new processes quickly
- Good communication skills, both spoken and written
- Must be able to maintain a cheerful demeanor under pressure
- Working knowledge of basic computer programs and the internet
- Good grammar and telephone manners
- Excellent customer service skills
- Strong organizational and problem solving skills

City Department Head - Library Director

Overview

Description:

A full-time, exempt position requiring a wide familiarity with Library philosophies, procedures, and trends. Must have skills to work closely with the public as well as City officials and civic leaders to ensure the Library is a vibrant, active, and essential resource that the community is proud to support.

Examples of work performed:

- Drafts and recommends Library policy to the Library Board and City Council
- Plans for the implementation of Library goals and objectives
- Evaluates and oversees Library programs and services
- Directs the development and maintenance of the Library's collection
- Directs the development, repair, and maintenance of the Library's building
- Directs personnel actions such as hiring, termination, evaluation, etc.
- Supervises Library staff directly or through appropriate delegation to create a harmonious team environment
- Supervises volunteer program, including recruitment, training, scheduling, and evaluating
- With the Library Board President, creates and distributes Library Board agendas and minutes
- Prepares the annual Library budget and presents and defends budget requests before the Library Board and City Council
- Directs and controls the expenditure of Library fund allocations within the constraints of approved budget
- Prepares grant requests and administers grant funds awarded by state and federal agencies and nonprofit foundations
- Prepares regular narrative and statistical reports
- Stays informed on issues related to library services and management by attending conferences, workshops, and meetings and reading professional literature
- Prepares and files annual report with the Oklahoma Department of Libraries
- Represents the Library on regional and state committees and serves as the City's authority on library issues
- Assists with direct patron services as needed

Requirements for position:

- Master's degree in Library Science from an ALA accredited program with a minimum of 3 years supervisory experience
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Commitment to the principles of unrestricted access to information
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- In-depth knowledge of basic computer programs and the internet
- Strong organizational and problem solving skills

Librarian II - Youth Services Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with library procedures and the library collection, especially the children and teen collections. Must have skills to organize and conduct children and teen services, including programs, in a professional manner.

Examples of work performed:

- With the Collection Development Librarian, selects and deselected materials for the Youth Services Department
- Plans and conducts early literacy classes such as storytime
- Plans and conducts age appropriate programs, events, classes, and activities for children and teens
- Plans and conducts age appropriate summer reading programs, events, classes, and activities for children and teens
- Provides readers advisory services
- Provides outreach services to the community
- Supervises part-time Library Assistant staff assigned to Youth Services area
- Maintains order in the department
- Helps patrons find information in person, on the telephone, and via email
- Helps patrons locate materials in the department or library
- Assists patrons with computers in the department
- Instructs patrons in basic library use
- Enforces library policies
- Attends professional meetings and training workshops
- Keeps abreast of professional developments
- Keeps departmental records and statistics
- Develops departmental goals and helps implement them
- Creates promotional material as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Aptitude for working with the public, especially children, teens, and their caregivers
- In-depth knowledge of children's and teen's literature and an interest in a variety of subjects
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Ability to maintain a cheerful demeanor under pressure
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills