UPPER MORELAND FREE PUBLIC LIBRARY
knowledge & adventure beyond words
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Public Services Librarian – Part time

(non-exempt from FLSA regulations)

Summary:
Under the supervision of the Executive Director this professional librarian has key holder responsibility for opening/closing the library, serves as a resource for para-professional staff, assists patrons of all ages, and exercises oversight for library operations during their shifts.

Essential Duties: include, but are not limited to the following

1. Function as the Professional in Charge (PIC) providing oversight of staffing and operational issues.
2. Provide services to patrons of all ages, in person, via email and telephone. Address questions escalated by para-professional staff.
3. Troubleshoots facility or computer issues affecting patron services.
4. Follow established procedures to accurately document/communicate incidents, information requests, facility needs, or patron account issues. Contacts off-duty managers for assistance appropriately.
5. Participate in collection development by recommending the addition or withdrawal of materials based on observed needs.
6. Setup and facilitation of programs or events scheduled during assigned shifts.
7. Model exceptional patron services and work ethic for co-workers

Minimum qualifications (knowledge, skills, and abilities)

- ALA-accredited MLS (or equivalent degree) or eligible for Pennsylvania Provisional Librarian certification.
- Must have excellent computer skills including familiarity with Microsoft Office and Google products.
- Working knowledge of public library principles, organization, operations, and procedures.
- Working knowledge of typical library technology and ability to perform basic troubleshooting for computers, printers, copiers, etc.
- Ability to develop an awareness of library-wide operations and work independently with minimal supervision.

Physical Demands:

- Frequent standing or sitting, (up to three (3) hours at a time) and frequent walking
- Frequent lifting/carrying (up to thirty (30) pounds) and pushing (up to one hundred (100) pounds) on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.

- Vision requirements; close vision, color vision, ability to read computer screens for extended periods
- Clear speaking voice and good hearing sufficient for effective communication

General Requirements for All Library Employees

- Ability to project workplace image of specific job title
- Ability to adapt to change
- Ability to develop and maintain positive working relationships with co-workers
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Participation in regular staff meetings as assigned
- Must obtain current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check prior to beginning employment.
- All public library staff are Mandated Child Abuse Reporters, and must renew clearances and Mandated reporter training every 60 months.

EOE/ADA