

## FRASER VALLEY REGIONAL LIBRARY

### JOB DESCRIPTION

**JOB TITLE:** Librarian 1 – Information Services **October 22, 2008**

**JOB CLASSIFICATION:** Pay Grade 11

#### **FUNCTION:**

Under the general direction of the Librarian 3 - Community Librarian, Librarian 2, Librarian 2 - Adult/Children's Services, Library Supervisor or their delegate, the Librarian 1 - Information Services is responsible for the planning, organization and delivery of reference and readers' advisory services, children's, youth and adult programming, staff training, and collection development.

#### **WORK PERFORMED:**

1. Provides reference and readers' advisory services to children, youth and adults using a variety of electronic and print information sources.
2. Promotes the library through community liaison, displays, tours, group presentations, and children's, youth and adult programming. Develops promotional and resource materials.
3. Provides leadership and guidance to staff through orientation, training, staff development and shift supervision. Communicates and interprets FVRL policies, procedures and information to staff and the public.
4. Assists in the selection, collection maintenance, and weeding and discarding of library materials.
5. Trains and assists the public in the use of electronic and print resources.
6. Performs administrative duties including statistical reports, scheduling and writing reports. Monitors and reconciles specific budgets. Participates in the planning and administration of special projects.
7. Assists in the planning, implementation, monitoring and assessment of services and programs to ensure achievement of Library goals and objectives.
8. Advises on services and programs for the system through participation in committees that recommend policies to the Director of Public Services.
9. Performs circulation duties, responds to public and staff queries and resolves problems.
10. Performs basic equipment maintenance and resolves routine hardware and software problems.
11. Performs other related duties as assigned.

**RELATIONSHIPS:**

- |    |                  |           |   |
|----|------------------|-----------|---|
| 1. | Supervisor       | Direct:   | Librarian 3 - Community Librarian<br>Librarian 2<br>Librarian 2 – Adult Services<br>Librarian 2 - Children’s Services<br>Library Supervisor                       |
|    |                  | Advisory: | Operations Supervisor<br>Manager of Support Services<br>Librarian 2 - Youth Services Coordinator<br>Librarian 2 - Diversity Services &<br>Programming Coordinator |
| 2. | Staff Supervised | Direct:   | N/A   |
|    |                  | Advisory: | Library Technician<br>Library Technician – Adult  |
| 3. | Other            |           | Frequent contact with FVRL staff, the public and community organizations.   |

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrated knowledge of and proficiency in information services, readers’ advisory, reference search strategy/interview techniques and programming.
2. Knowledge of public library resources and services.
3. Knowledge of automated library systems.
4. Ability to work effectively as part of a team committed to providing quality library service to the public.
5. Strong interpersonal, oral and written communications skills.
6. Ability to establish and maintain effective working relationships with staff and public.
7. Ability to carry out job functions with flexibility, creativity and initiative.
8. Strong organizational skills.

**EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:**

1. Master's Degree in Library Science from an ALA accredited library school or equivalent library degree.
2. Combination of six months work related and on the job experience.
3. Valid B.C. Driver's Licence.
4. Criminal records check is required for positions delivering programs to children and young adults.