

**UPTON BRANCH LIBRARY
WESTON COUNTY LIBRARY SYSTEM
UPTON, WY**

**POSITION DESCRIPTION
BRANCH LIBRARIAN**

OVERALL FUNCTIONS

Responsible for the Upton Branch Library involving administrative and supervisory work as well as complex clerical work in planning, organizing, and implementing the programs and services of the library branch and its maintenance and upkeep.

NATURE AND SCOPE OF JOB

Reports to the Library Director and is responsible for the supervision of the following staff: One part-time Assistant Branch Librarian and one part-time Inside Custodian and one part-time Outside Custodian and one part-time Library Page (as needed).

SPECIFIC RESPONSIBILITIES AND DUTIES

1. BRANCH LIBRARY ADMINISTRATION
 - a. Manages and supervises branch library staff and operations to achieve goals with available resources.
 - b. Provides input in the development of short- and long-range library plans.
 - c. Implements policies, procedures, and standards for efficient and effective operation and maintenance of library operations.
 - d. Works to maintain program areas; implements changes or new programs to meet library needs of the community, such as:
 - (1.) Summer Reading Program
 - (2.) National Library Week
 - (3.) Children's Book Week
 - (4.) Story Time
 - (5.) Banned Book Week
 - (6.) Special Programming
 - f. Assures compliance with established policies and procedures.
 - g. Prepares monthly reports for the Library Board.
 - h. Schedules and runs various special library activities throughout the year such as book sales, reading programs, etc.
 - i. Assists with interlibrary loans and in-house reference work.

- j. Reviews books, periodicals, and collections which are outdated or not used and coordinates removal and disposition.
- k. Selects books and other items contained in the library.
- l. Assists with cataloging materials for inclusion in the library collection.

2. DAILY LIBRARY DUTIES

a. Interlibrary lending

- (1.) Assists patrons in locating items on the statewide computer network and requesting those items.
- (2.) Locates and requests interlibrary loan materials via statewide computer network.
- (3.) Processes interlibrary loan materials as they arrive and returns to lending libraries by due date.

b. Circulation desk

- (1.) Checks library materials in and out.
- (2.) Mends materials as needed.
- (3.) Keeps records of overdue fines and lost and damaged fees.
- (4.) Prepares and mails overdue notices.
- (5.) Catalogs materials for check out.
- (6.) Processes periodicals.
- (7.) Issues library cards.

c. Patron services

- (1.) Orders materials for the library collection.
- (2.) Compiles annual circulation statistics.
- (3.) Assists patrons in the use of the computers.
- (4.) Assists patrons in locating needed materials.

d. Reference department

- (1.) Provides reference service to all patrons.
- (2.) Requests reference information from other sources in needed to fulfill patron needs.

- (3.) Maintains up-to-date reference collection. Includes selection, acquisition, and weeding, as budget allows.
- (4.) Trains staff in the use of reference materials.
- (5.) Assists patrons in the use of reference materials.
- e. Children's programming.
 - (1.) Plans and administers summer reading program.
 - (2.) Assist with bulletin boards and displays.
 - (3.) Assists in maintaining library collections and facilities by picking up toys; straightening books, chairs, shelves, papers, and magazines; changing calendars, etc.
 - (4.) Develops children's collection by ordering, processing, and weeding the collection.

3. PERSONNEL

- a. Supervises subordinate staff.
- b. Maintains harmony among workers and resolves grievances, performs, or assists subordinates in performing duties and adjusts errors and complaints.
- c. Issues written and oral instructions and assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- d. Determines work procedures, prepares work schedules and expedites work flow.
- e. Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff, reviews progress, and directs changes as needed.
- f. Conducts annual performance evaluations on all subordinate staff.
- g. Ensures that the library is adequately staffed during the normal operational hours.

4. BOOKKEEPING/RECORD KEEPING

- a. Record keeping.
 - (1.) Compiles statistical reports as required.
 - (2.) Keeps accurate library attendance/use statistics.
 - (3.) Counts and balances petty cash monthly.

(4.) Submits monthly payroll and petty cash vouchers.

5. FACILITY MANAGEMENT

- a. Reviews and supervises the maintenance program of the library building and grounds in coordination with the Library Director and County Maintenance Supervisor.
- b. Oversees library improvements.
- c. Assures that library facilities and equipment are maintained properly and coordinates maintenance and repair functions.

6. PUBLIC RELATIONS

- a. Acquaints new patrons with the library.
- b. Assists patrons in locating library materials by using the WYLD card catalog, answering reference questions, and using the copy machine, scanner, and computers.
- c. Prepares newspaper articles and other publicity as needed.
- d. Maintains the library blog and Facebook profile as needed.
- e. Assists adults and children in selection of reference, informational and/or recreational reading needs.
- f. Maintains a certain community presence by participating in summer festivals, etc., as needed.

7. MEETINGS AND ASSOCIATIONS

- a. Attends meetings of the Wyoming Library Association as needed.
- b. Attends monthly library board meetings as requested.
- c. Attends quarterly library foundation meetings as requested.
- d. Holds staff meetings for branch staff as needed.

8. MISCELLANEOUS RELATED DUTIES

- a. Answers phones.
- b. Shelves books, reads, and straightens shelves as needed.
- c. Runs errands.
- d. Places reserved equipment in the meeting room as needed.

- e. Picks up miscellaneous supplies.
- f. Picks up the mail.
- g. Performs opening and closing duties as needed.
- h. Waters plants, as needed.
- i. Serves as back-up for custodial staff as needed.
- j. Secures the building as the end of the day.
- k. Maintains the computers with anti-virus and miscellaneous updates, as needed.

*NOTE: Only minimum duties are listed. Other responsibilities may be required.

DESIRED MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - a. Graduation from high school or GED supplemented by office experience and knowledge of library systems.
 - b. Any equivalent combination of education and experience.
 - c. Previous library experience.
- 2. Necessary Knowledge, Skills, and Abilities:
 - a. Some knowledge of the principles and practices of modern library systems and programs.
 - b. Some knowledge of circulation/processing techniques.
 - c. Working knowledge of library classification systems.
 - d. Working knowledge of basic office procedures.
 - e. Skill in operation and maintenance of listed tools and equipment.
 - f. Ability to orally communicate effectively.
 - g. Ability to establish and maintain effective working relationships with patrons, co-workers, and the general public.
 - h. Good public relation skills.
 - i. Familiar with various computers and other devices, software, applications, and the Internet.
 - j. Fluency in reading, writing, and speaking the English language.
 - k. Knowledge of classic and popular books and authors.

TOOLS AND EQUIPMENT USED

- 1. Computers
- 2. Calculator
- 3. Fax machine
- 4. Copy machine
- 5. Printers
- 6. Telephones and cell phones
- 7. Typewriter
- 8. Television
- 9. DVD player
- 10. Digital camera

11. Scanners

PHYSICAL DEMANDS (The physical demands 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.)

1. While performing the duties of this job, the employee is frequently required to stand, walk, talk, hear, and use hands to finger, handle or operate objects, tools, or controls. The employee is frequently required to stoop, kneel, crouch, crawl, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance.
2. The employee must frequently lift and/or move up to twenty-five pounds and must occasionally lift and/or move up to 50 – 75 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. The noise level in the work environment is usually moderate.

Employment is on an AT WILL status by the Upton Branch Library which is part of the Weston County Library System.

(Revised 4/2024)

I have read and fully understand all statements listed in this job description.

Employee Signature

Date

