

Job Description



Position Title: Librarian/Assistant Director

Position Type: Professional

Employment Status: Exempt, Full time

Range of Pay: \$49,920-\$58,240

Reports to: Library Director

Background: The Ignacio Community Library (ICL) is surrounded by the Southern Ute Indian Reservation in the town of Ignacio, Colorado. The mission of the Ignacio Community Library is to provide quality materials and services that fulfill educational, informational, cultural, and recreational needs of the community without regard to age, sex, race, religion, national origin, handicap, or economic status. Ignacio Community Library will ensure equal access in an atmosphere that is welcoming, respectful, and businesslike. All library employees support the mission of the library. The Library offers a circulating collection of materials, a variety of computer classes, research and reference services, and educational programs for all ages. The Library supports a web page, research databases, and circulation services.

General Description: The Librarian/Assistant Director performs a variety of duties in the operation of the Ignacio Community Library. This is a full-time position with health benefits and paid leave time after a probationary period. Occasional evenings and weekends may be required.

Essential Duties and Responsibilities for Library Programming:

1. Plans and coordinates all aspects of library programming and events, including developing, scheduling, implementing and evaluating programs.
2. Plans and coordinates outreach to the community: e.g. The Southern Ute Academy, Southern Ute Detention Center, senior citizens, and public and private schools. It also includes partnerships with outside agencies, and with libraries in the immediate area and across Colorado.
3. Develops and maintains displays, exhibits, brochures, bookmarks and other internal promotional tools that further adult services and the library's mission.

Essential Duties and Responsibilities for Collection Development:

Provides access to a viable and current library collection in the following ways:

1. Coordinates collection development, to include maintenance, weeding, and selecting adult and juvenile materials.
2. Helps to develop the collection through consistent monitoring and reviewing of selection tools and through knowledge of the community preferences.
3. Weeds the collection to maintain currency and relevance for ICL patrons.

Essential Duties and Responsibilities for Circulation/Customer Service:

Serves library patrons in the following ways:

1. Fills reference and information requests.
2. Works the service desk according to the assigned schedule.
3. Maintains a broad knowledge of computer technology, database management, spreadsheet software, library automation systems, and internet-based resources.

Essential Duties and Responsibilities for Assistant Director:

1. Responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, personnel, operations and programs.
2. Assumes the duties of the Library Director in his/her absence.
3. Assists in personnel selection, evaluation, and training.
4. Assists Director in evaluation and assessment of overall departmental functions and in the implementation of new service objectives and programs.
5. Assists in strategic planning.
6. Other duties as required.

The duties listed above are not meant to be all-inclusive, but are intended to be merely illustrative of the nature of the work to be performed by a person in this classification. The employee may perform other related duties as established to meet the ongoing needs of the organization.

Physical Demands of the Position:

This is primarily an office-type position with many hours spent interacting with the public, at a desk, and on the computer. There will be a great deal of time spent with library patrons, library staff, and outside organizations. Some travel to attend meetings throughout La Plata County and Colorado may be necessary. This can be a very physical position. Must be able to lift up to 30 pounds. Must have the ability to stand, sit and walk for up to 60 minutes at a time. Must have ability to push and move full book carts weighing up to 50 pounds. Daily use of computers, reading material, office equipment and communication with others is a requirement.

Required Training and Experience:

Master's Degree in Library Science or Library & Information Science or pursuit of said degree from an ALA-accredited college or university. At least one year of public library experience is required; a combination of other library experience and education is acceptable or any relevant combination of education, experience and training.