

**Ecorse Public Library  
Job Description**

**Job Title:** Adult Reference Librarian; Cataloging Supervisor

**Department:** Library

**Reports To:** Director

**Hourly:** \$24.04-\$28.85 Depending on Qualifications and Experience

**Summary:** Responsible for overseeing the reference desk, assisting with various forms of technology, and for cataloging new items by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Assists patrons with reference questions, such as setting up library cards, and keeps stats based on reference questions.\*
2. Aids patrons with questions, places holds, issues library cards, provides public computer help, helps with faxing, answers phone, solves problems, and assists in Children's Room when unstaffed.\*
3. Assists with cataloging of materials, including books, AV materials, and magazines.\*
4. Opens and/or closes the library, unlocks the front door and turns on computers and lights.\*
5. Walks around the library and performs closing duties, checks for and reminds patrons of closing time, checks the Children's Room for patrons and ensures that lights are off, checks to make sure bathroom lights are off, and locks the front doors..\*
6. Performs collection weeding, as needed.
7. Maintains the circulation desk when unstaffed.
8. Maintains neatness of adult services area, which includes the public computer area, hold shelf, and book shelves.
9. Assists with updating the Library's website and maintaining the Library's calendar, including room reservation.\*
10. Oversees public printing system maintenance and documents as well as the 3-D printer.\*
11. Assists with library social media, creating promotional materials and programs.\*
12. Acts as Librarian in Charge as needed, supervising employees present in the building.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, WordPress, FileZilla, and SirsiDynix Workflows.

**Education/Experience:**

Master's degree (M.A./M.S.) or equivalent; and equivalent combination of education and experience.

**Physical Demands:**

The physical demands described 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.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand, and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to animal programs. The noise level in the work environment is usually quiet.