

REGIONAL RELIEF LIBRARIAN

(Range 117)

DEFINITION

Performs a variety of professional public service work in support of the Adult Services and YPL/Children's Services Departments at a Regional or Branch Library.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned supervisor.

Exercises technical lead supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Provides adult and children's reference, reader services, and other services to children, young adult, and/or adult patrons and Library District staff by searching files, reference shelves, and automated library systems to locate requested information or materials.
2. Assists children, young adult, and adult patrons in the use of all collections and other library materials using the Library of Congress Classifications and also assists in the use of automated library systems, various indexes, and non-book materials.
3. Maintains knowledge of adult reference, reader services, the circulating collection, and YPL/Children's services.
4. Assists the Department Head with collection development activities such as book ordering and weeding.
5. Assists with the maintenance of the collections.
6. Maintains compliance with Library District, Branch, and Department policies and procedures and explains policies and procedures to patrons and staff.
7. Exercises decision making skills.
8. Interacts extensively over the telephone, in person, and via e-mail with patrons, district-wide staff and management, outside agencies, and other libraries.
9. Provides information about district-wide activities, facilities, and services.
10. Assists with the planning, organizing, and implementing of special programs and exhibits for the promotion of reading and to encourage greater patronage of the Library District.
11. Performs shelf checks to ensure continuing physical maintenance and proper location of books, periodicals, and other library materials relevant to the assigned department.
12. Ensures the calendar of programs, activities, and events for the YPL/Children's Services Department is updated when assigned to a YPL/Children's Services

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Department.

13. Prepares and conducts story hours and programs for children up to 18 years of age when assigned to a YPL/Children's Services Department.
14. Prepares and conducts programs for adults relating to children's services when assigned to a YPL/Children's Services Department.
15. Confers with teachers, parents, and community groups to assist in planning, organizing, and implementing special programs and exhibits to encourage and improve children's and young adult's communication skills, to promote reading, and to encourage greater patronage of the Library District when assigned to a YPL/Children's Services Department.
16. Conducts tours of the YPL/Children's Services Department for teachers, students, schools, day care centers, and other interested groups when assigned to a YPL/Children's Services Department.
17. Decorates the YPL/Children's Services Department with appropriate accessories for the seasons, holidays, and other events when assigned to a YPL/Children's Services Department.
18. Utilizes personal computers, automated library systems, the Internet, and on-line tools and resources.
19. Operates library and office equipment including, but not limited to: copy machine, telephone, and facsimile machine.
20. Attends miscellaneous meetings and training sessions at meeting sites throughout the district.
21. Maintains a safe environment for both staff and patrons.
22. Assembles and arranges displays of books and other library materials.
23. Maintains and files records and reports appropriately to the assigned department.

Marginal Functions:

1. Serves as "Person-in-Charge" as needed.
2. Provides community outreach services.
3. Participates in committee work when needed.
4. Compiles lists of materials of interest to patrons.
5. Assists in other departments as needed.
6. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

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Knowledge of:

1. Professional public library principles, practices, and techniques.
2. Current literature, trends, and developments in the field of library science to include adult reference, reader services, and YPL/Children's Services.
3. The Library of Congress Classification System.
4. Research techniques.
5. Sources and availability of current information.
6. Automated library systems, on-line tools and resources, and the Internet.
7. Library District, Branch, and Department policies and procedures.
8. Library District terminology and functions.
9. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Establish and maintain effective working relationships with those contacted during the course of work.
2. Exercise good judgment and make sound decisions.
3. Work quickly and accurately.
4. Work both independently and as part of a team.
5. Accept and manage change and maintain flexibility.
6. Plan and organize work assignments for accurate and efficient results.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Elicit information from adults and children of all ages in order to meet their reference needs.
10. Maintain the mental capacity for effective interaction and communication with others, especially children and young adults.
11. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;

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- lifting and carrying;
- operating assigned equipment.

12. Maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- working with children;
- operating assigned equipment.

Skilled in:

1. Use of automated library systems.
2. Use of personal computers and associated software.
3. Use of library and general office equipment.

QUALIFICATIONS

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required; and experience in retrieving information from electronic devices required.

Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds), and lifting and carrying objects of moderate weight (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time.

Tasks require sound perception; visual perception; and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

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FLSA: EXEMPT
CBA: NON-SUPERVISOR
DEVELOPED: APRIL 22, 1998
REVISED: JUNE 15, 1998
JULY 7, 1998