



BRANCH LIBRARIAN

Position Description for the LOGAN COUNTY LIBRARIES Lakeview Branch Librarian/Lakeview, Ohio

Position Title: Branch Librarian/Non-exempt

Department: Outreach Services

Immediate Supervisor: Outreach Services Coordinator

Employment Status: Part-time/Bi-weekly payroll/Grade 2 on Salary Schedule

Qualifications: Completion of high school degree, computer knowledge and/or experience, library experience desirable, but not required, must be able to work evenings and weekends. An individual who may pose a direct threat to the health and/or safety of him/herself, staff, trustees, or the public in the workplace will be considered not qualified for this position.

Essential Function of the Position: Responsible for the day-to-day operation of a branch library, along with opening and closing the branch location.

Required Knowledge, Skills, and Abilities: Ability to meet and serve the public courteously and helpfully, knowledge of and interest in library materials, and computer operations, works with minimum supervision, and uses discretion in decision-making. Develop a good rapport with library patrons. Ability to lift and move books and other materials.

Essential Duties and Responsibilities:

Assist readers in the selection and location of books and answer some reference questions.

Registers borrowers and charges/discharges library materials.

Timesheets and money are due by 12 pm on Friday for each pay period unless otherwise notified.

Keeps track of daily statistics and submits to the Main Library at the end of the month.

Maintains library collection, shelving materials, and pulling items for SEO daily.

Minor repairs to library materials as needed.

Transit items to the Main Library.

Coordinates library programs with youth services managers (passive, drawings, SLP, etc.)

Attends branch meetings as scheduled at the Main Library.

Purchases all library materials (books, DVDs, audio) for both adult and juvenile collections.

Responsible for keeping the branch library clean, organized, and inviting to patrons.

Attends webinars, meetings, and workshops, as needed, to keep current with library standards and technology.

Written correspondence to patrons as needed.

Maintains confidentiality following Library policy and all applicable State and local laws and regulations.

Provides for a friendly and warm branch location by smiling and acknowledging patrons encountered daily.

Maintains a safe, clean, and orderly work environment by complying with safety and maintenance procedures, rules, and regulations.

Performs all related duties as assigned to promote, further, and ensure the effective and efficient operation of the Logan County Libraries.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time following the needs of the Logan County Libraries.

SIGNATURE

DATE

6/2025