



APPLICANT ATTESTATION FORM

**Librarian III, Assistant Manager/Information Services Librarian
Hamilton/South Caddo Resource Center Library
2111 Bert Kouns Industrial Loop
Shreveport, LA 71118
Full-Time position, 40 hours/week, non-exempt
Vacancy: 24-HSC-5E**

SUMMARY

Under administrative supervision, this is highly responsible professional library work, which involves administering one or more major operations or functions of the library system or a resource center. Performs related and other work as required.

REQUIREMENTS

Minimum Training and Experience

1. Attainment of B.A. or B.S. from an accredited university/college.
2. Attainment of master's degree in Library and/or Information Science from an ALA-accredited university.
3. Two years of paid library work experience.
4. Three years of paid supervisory work experience.
5. Experience planning and/or presenting program utilizing books, crafts, and/or other activities, to appropriate audiences.

Preferred Training and Experience

- Experience with research is preferred.

Knowledge, Skills, and Abilities

Good knowledge of current technology.

Working knowledge of:

- professional library management, principles, practices, and procedures;
- library functions, facilities, and operations;
- patron needs and library services to meet those needs;
- integrated library system, and electronic and printed materials, resources and databases;
- principles of supervision and motivation.

Skills to:

- understand and follow complex written and oral instructions;
- use resourcefulness, tact, courtesy, and respect in dealing professionally with

- library patrons, employees and vendors;
- establish and maintain effective working relationships with administrators, department heads, employees, vendors and the public;
 - deal with multiple and extra unexpected tasks and patrons simultaneously;
 - establish good patron and staff rapport;
 - create and maintain courteous, pleasant impressions of the library;
 - make decisions based on established policies and practices;
 - plan and present programs to targeted audiences;
 - collaborate with community partners;
 - resolve conflict;
 - supervise, train, evaluate, and discipline subordinates with input from supervisory team;
 - handle opening and closing duties and building and grounds issues;
 - participate in the hiring process;
 - handle money;
 - schedule staff and workflow for maximum effectiveness;
 - coordinate facilities management;
 - participate in collection development;
 - communicate effectively, orally and in writing, to groups and individuals.

Ability to:

- handle both routine operations and long-range planning;
- learn how to use specialized equipment, software, and resources;
- collaborate with HR to professionally conduct workplace investigations.

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 frequently required to reach with hands and arms, stand, walk, sit, twist, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is occasionally required to climb, balance, stoop, crouch, squat, kneel, and crawl. The employee must occasionally lift and/or carry up to 20 pounds, frequently lift and/or carry up to 10 pounds. Employee must frequently push and/or pull loaded book carts weighing up to 75 pounds.

ESSENTIAL FUNCTIONS

- Branch management: Serves as the Assistant Branch Manager of a Resource

Center Library and as the Information Services Librarian; coordinates, directs and supervises all of the work of staff, in the absence of the Branch Manager; will work at service desks; responsible for opening and/or closing the branch.

- **Personnel:** Hires, trains, supervises, evaluates, and disciplines employees; fully participates in the hiring process; reviews work plans on a regular basis; maintains effective professional relationships with all staff and is available for the staff to discuss all issues; completes payroll and approves leave requests utilizing Replicon software; schedules substitutes; covers for personnel shortages; recommends staffing needs and changes; conducts investigations and resolves employee inquiries and/or complaints; assists administrative supervisors with handling of these and other personnel matters; participates in corrective action meetings; makes informed decisions based on policies listed in the *Employee Handbook*; keeps staff and supervisors informed on new policies and procedures.
- **Facility Management:** Assists with overseeing daily use, care and upkeep of the building and grounds including plumbing, heating/cooling, lighting and lawn maintenance; signs and keeps records of work completed; directs the cleaning service in the daily cleaning and sanitizing of all common use areas; responsible for cleanliness of facility grounds; stocks and/or cleans restroom and other areas of the library; orders maintenance supplies.
- **Branch Security:** Responds to after-hours security calls; instructs police officers/security guards and evaluates service; works with police officers/security guards; assists with maintaining a current Branch *Emergency Procedures Manual*; utilizes emergency supplies, and ensures all staff are prepared to handle emergency situations; assists with coordinating and conducting building evacuation drills at least semi-annually; monitors police officers'/security guards' working hours.
- **Public Services:** Assists with overseeing and coordinating the development of programs for the public with the help of department heads and/or branch staff; performs reference, readers' advisory, youth services, circulation, outreach and/or special collection duties; assists patrons in the selection of materials and the use of other library equipment, services, and/or special collections; answers routine questions; takes interlibrary loan requests; assists patrons in the use of databases, digital resources, Internet usage, software applications and hardware configuration; conducts computer classes; plans and/or provides programming to various target audiences; conducts and attends community outreach programs; plans and/or participates in system-wide outreach activities for targeted audiences; promotes library services and fosters positive relationships with community organizations and/or schools; gives library tours; coordinates displays and promotional signage; answers telephone; charges, discharges and renews library materials; registers new borrowers; updates registration records; pulls and processes request materials; empties book drop; assists with filing & sorting; shelves library materials; straighten library materials on shelves; reads shelves for proper order; searches for lost library materials; processes incoming materials; assesses and collects fines for overdue materials and payment for lost materials from patrons; makes change for patrons; collects and records payment

for miscellaneous transactions.

- Finance: Responsible for counting Fines and Miscellaneous Receipts on a rotational basis and preparing money and reports to be sent to SML Financial Assistant; monitors and signs off on staff expenditures; monitors money within the branch.
- Reports: Monitors records of all Circulation-related functions including all daily reports on finances and patron hold requests; responsible for generating monthly reports on all facility use including Information Services, patron computer usage, meeting rooms, and programs; may reconcile Workflows item reports such as pending transits and missing items.
- Collection Development: May read reviews and offer suggestions to Acquisitions staff for selection of branch-appropriate materials; weeds collection on an on-going basis; shelf reads collection.
- Professional Development: Attends monthly management meetings, meetings with Department Heads, meetings of appointed committees, workshops and conferences; meets monthly with supervisor to review work plan. This position requires travel to other locations for work, meetings and training.
- Performs other duties as required.

PRESENT SCHEDULE [subject to change without notice]:

Monday – Friday: 8:00 a.m. – 5:00 p.m. (with 1 hour unpaid lunch)

*May be asked to work a Sunday shift as needed.

APPLICATION DEADLINE

October 27, 2024

STARTING DATE

Two (2) weeks after selection

SALARY

\$30.61/hour; required 12% deductions for all full-time employees for retirement through the city of Shreveport.

BENEFITS

Paid vacation, sick leave and holidays. Medical, dental and life insurance. Tuition reimbursement available after one year of employment.

Copies of transcripts/certifications are required at the time of an interview for positions with specific degree/certification requirements. A criminal background check and a drug screening are part of the pre-hire process. The State of Louisiana Revised Statute 15:587.1.1 requires fingerprinting by local law enforcement and background checks by the Louisiana Bureau of Criminal Identification and Information and these checks will be conducted on a yearly basis for positions which provide outreach to daycare centers. We do not discriminate on the basis of race, ancestry, color, national origin, sex,

religion, age, marital status, non-job related physical or mental disability, veterans' status, sexual orientation or gender identity. Our facilities are non-smoking. **10.14.24**