



Campbell County Public Library
Employment Opportunity Posting
Posted February 20, 2025

JOB OPPORTUNITY

JOB TITLE: Branch Services Librarian

WORKSTATION: Alexandria

SCHEDULE: 40 hours a week (some nights and weekends required)

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$19.75 per hour (\$19.50 base pay + \$0.25 differential)

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Branch Services Librarian

REPORTS TO: Newport Branch Manager
JOB CLASSIFICATION: 6
STATUS: Non-Exempt
REVISED: 18 FEB 25

BASIC FUNCTION:

Under the general direction of the branch manager, the branch services librarian performs specialized tasks related to providing library programming and services to children, teens and adults. The branch services librarian conducts both onsite and offsite programming, selects library materials, creates displays, provides reference services for all ages and performs other tasks intended to encourage the use of the library by children and to keep the trust of parents in the library as an institution. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment, and independent action. The branch services librarian interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Plan, organize, conduct and promote programs and services for children, teens and adults.
- Plan for and execute the library's Summer Reading program in coordination with the Summer Reading Committees.
- Provide off-site programs and community outreach services.
- Participate in outreach activities and networking with schools.
- Maintain an appropriate budget for department activities.
- Hire (with the Branch Manager), train, supervise, and support the branch services programmer
- Prepare bulletin boards, bibliographies, displays, and exhibits of juvenile, young adult and adult materials.
- Provide computer instruction and technology assistance to patrons.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Perform collection development/collection management activities as assigned.
- Create monthly narrative and statistical reports of the position's activities.
- Coordinate public relations for programming with the Communications Manager.
- Assist with general desk duties, including circulation.
- Lead and serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Master's degree in Library Science from an ALA accredited library school.

- Demonstrated knowledge of children's and young adult literature and experience with programming to children and teens, preferred.
- Knowledge of library principles and practices and the ability to put them into practice.

ALEXANDRIA

- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Extensive computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

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. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the library and/or the library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____