



## Lincoln Township Public Library

## Job Description

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**Job Title:** Program Associate/Librarian  
**Reports to:** Head of Library Services  
**Supervises:** None  
**Pay Range:** \$12.00 - \$17.00 (non-MLIS) \$18.00-\$24.00 (MLIS)  
**Status:** Non-exempt; part-time, 29 hours/week.  
***This position is part of the bargaining unit.***

## Job Summary

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We are looking for a curious, creative, and fun librarian with a passion for connecting with people and especially kids. Are you comfortable at busy public service desks? Is organizing a community health fair in your wheelhouse; do your programming interests range from recycling tips to story times for preschoolers and families?

The Lincoln Township Public Library's mission is to actively educate, engage, and empower the community we serve. The Library is a learning organization, focused on empathy, curiosity, and adaptability. Successful candidates can measure, evaluate, and communicate the library's impact in an exciting, meaningful, and fun way! We support continuous learning and professional development for employees to encourage growth. Under direction of the Head of Library Services, the Program Associate/Librarian develops and implements programs, services, and collections for all ages, addressing various literacy needs and promoting relevant library services.

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## Duties & Responsibilities

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1. Providing excellent customer experiences by offering outstanding reference and reader/media advisory.
2. Providing a diverse range of professional library services including planning and presenting dynamic learning based library programs, classes and events in the library and out in the community, collection development, staffing the desks, instructing library members in the use of electronic and print resources, and a variety of related tasks.
3. Coordinating with community partners in identifying and addressing community health and social service needs.
4. Mentoring Circulation Clerks and library volunteers.
5. Assisting patrons of all ages with basic troubleshooting of standard software products, operating systems, browsers, and other technologies associated with library services (including handheld devices, laptops, tablets, 3D printers, etc.)
6. Engaging and collaborating with all populations, including teens.
7. Maintaining confidentiality and use appropriate judgment in handling information and records.

8. Create exciting and engaging displays to increase participation.
9. Perform other related work as required or assigned by supervisor.

## **Education, Experience and Training**

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Master's degree in Library and Information Science from an ALA-accredited school preferred.

Two years' relevant experience. Minimum of an Associate's Degree.

Excellent interpersonal and project management skills.

Exercise good judgment and independent thinking.

Ability to work both independently and as a collaborative team player.

Able and willing to work a flexible schedule, including evenings and weekends.

## **Job Requirements**

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1. Customer satisfaction-oriented.
2. Strong organizational, time-management, and interpersonal skills.
3. Effective verbal and written communication skills. Must be able to read, write, and understand the English language.
4. Attention to detail, accuracy, and mathematical skills; ability to perform repetitive tasks quickly and accurately.
5. Computer skills and visual acuity necessary to effectively access and read information on the computer. Must be comfortable using email, performing internet and online database searches, and utilizing basic office software including word processing and spreadsheets.
6. Physical ability to push/pull fully loaded book carts weighing up to 70 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials or furniture that typically weighing 25-35 pounds.
7. Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
8. Ability to operate a variety of library equipment including a computer, multi-line phone system, cash register, printer, scanner, fax and copy machine and other equipment as added or required. Requires hearing ability to answer telephone and patron inquiries.

9. Ability to plan and implement library service goals and evaluate effectiveness of service to library patrons.
10. Ability to enforce library policies and make sound judgment decisions when necessary.
11. Ability to prepare presentations and speak in front of groups.
12. Able to identify networking opportunities and communicate with others in the profession.
13. Willingness to maintain skills in above-mentioned areas through active participation in professional learning opportunities.
14. Ability to work in situations with multiple deadlines and work under pressure.

## **Working Conditions**

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1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time.
2. Interactions with the public may include situations with upset members of the public and/or private representatives when interpreting and enforcing library policies and procedures.
3. Occasional travel required to attend meetings, workshops, conferences as needed.
4. Work hours may be varied, and may include evenings and weekends.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.*

*Reasonable accommodations may be made for qualified candidates with a substantial impairment who are capable of performing the essential functions of the position.*