Position Title: Reference and Technical Services Librarian  
Department: Lebanon Libraries  
Grade Assignment: 9  
Affiliation: LPASE  
FLSA Status: Exempt  
Revision Date: August 27, 2014

STATEMENT OF DUTIES

Professional position responsible for the management of the library's integrated library management system, which includes maintenance of the on-line bibliographic database, and computer infrastructure. Serves patrons at the public service desks and is in charge of the Technical Services Division. Works with library administrative team, the Library Information Technology Assistant, and City of Lebanon Computer Services to plan for and coordinate the use of technology in the library.

SUPERVISION

Incumbent works under the general supervision of the Library Director. The incumbent is familiar with the work routine required to perform tasks and responsibilities for maintaining the library management database; oversees daily operation of the Technical Services Division; uses initiative in carrying out recurring assignments independently on an on-going basis without specific instruction. The incumbent is expected to resolve any technology problems which are out of the ordinary and which do not fall within existing instructions. Incumbent has access to confidential personnel data for the Library Technical Assistant and Library Clerk II positions.

The Reference and Technical Services Librarian supervises one full-time position (Library Technical Assistant) and 2 part-time positions (Library Clerk II).

JOB ENVIRONMENT

Position requirements involve work which requires examining, analyzing and evaluating facts and circumstances surrounding computer problems or issues. Judgment is required to design, develop and implement information systems for the library. The work is varied, consisting of design, development, and troubleshooting. Judgment is used in analyzing specific situations to determine appropriate actions on complex issues.

Errors are usually detected in succeeding operation and the consequences of any errors would be the delay or loss of service or damage to buildings or equipment.

The incumbent’s contact with the public when working the main desk is assisting with circulation duties, reference questions, and patron web/other computer
application questions. Contacts are usually in person, in writing, by telephone or via email.

**POSITION FUNCTIONS**

**ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

**Essential Functions**

1. Supervision of Technical Services department employees (acquisitions, processing and cataloging functions).
2. Administration of integrated library management system.
3. Design, development, implementation and maintenance of library information systems: website, staff intranet, internal and external databases.
4. Troubleshoots computer related technical problems.
5. Instruct staff on use of technology.
6. Liaison to City Computer Services.
7. Works a regular schedule on public service desks, reference and circulation.

**RECOMMENDED MINIMUM QUALIFICATIONS**

**PHYSICAL AND MENTAL REQUIREMENTS**

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 position’s essential functions.

The incumbent works in a quiet office setting with little occupational risk. Incumbent is required to sit, climb or balance up to 1/3 of the time; stand, walk, use hands, stoop, kneel, crouch or reach with hands and arms up to 2/3 of the time; and
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talk or listen/hear more than 2/3 of the time. The incumbent frequently lifts up to 30 lbs. Equipment operated includes office machines, computers, reader/printer and paper cutter.

EDUCATION AND EXPERIENCE

Master’s Degree in Library Science with a minimum of one years’ prior experience working with libraries, computers, library software applications, circulation, cataloguing, acquisitions, and collection development.

KNOWLEDGE, SKILLS AND ABILITIES

A candidate for this position should have knowledge of library and on-line resources; knowledge of the library’s holdings; knowledge of Dewey classification system and subject headings; knowledge of Anglo-American cataloguing rules; knowledge of computer software and systems; the ability to design, develop, implement and administer a library’s computer and networking systems; the ability to work closely with the public and co-workers; the ability to take initiative and work independently without supervision; effective verbal and written communication skills.