



# LA CROSSE PUBLIC LIBRARY

## Librarian

### Public Services

Department: Library  
Division: Public Services Team  
Status: Exempt  
Grade: 9  
Report to: Public Experiences Supervisor

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#### Summary:

Delivers high-quality library programs and information services to the community based on library-identified community needs. Assists in development and guidance of outreach programming. Provides professional leadership in area of responsibility. Areas of responsibility may include specialization in adult, youth, or archival programming and services.

This position provides outstanding customer service. Because of the nature of the job duties, daily onsite work attendance is critical.

#### Reporting Relationships and Team Work:

Reports to the Public Experiences Supervisor. Works closely with the public experiences and outreach and marketing teams.

#### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Plans, coordinates, schedules, and presents library programming for the local community, and completes program planning and evaluations as assigned. Coordinates and conducts a variety of community outreach activities for area of assignment.
2. Provides information, reader's advisory, and circulation services to the community in and out of the library.
3. Keeps current with library trends and emerging technologies by seeking out and engaging in professional development opportunities and participating in professional organizations and committees.
4. May assist in administering funding for programs and services as assigned.

5. Works collaboratively with colleagues throughout the library.
6. Participates in developing library facility goals and departmental objectives
7. In the absence of a supervisor, may act as the person in charge.
8. Assists with the maintenance of library collections.
9. May provide training and/or guidance to volunteer personnel and paraprofessional staff.
10. Performs other duties as assigned or required.

#### Core Skills and Qualities:

*Employees are expected to demonstrate the following qualities at all times:*

1. Demonstrate quality customer service to serve as an adequate resource to employees.
2. Communicate effectively.
3. Exhibit reliability and dependability.
4. Demonstrate a positive attitude and flexibility.
5. Work well with others, show respect, contribute to the team.
6. Demonstrate library values of service, integrity, collaboration, and community focus.
7. Demonstrate leadership in handling multiple tasks.

#### Knowledge, Skills, and Abilities:

*Employees are expected to perform or possess the following:*

1. Knowledge of library terminology, practices, services, processes, policies and procedures.
2. Conducting reference, reader advisory, and circulation duties.
3. Providing support in relation to library operations for area of assignment.
4. Delivery of quality library services/programs to the community.
5. Methods for coordinating and delivering library programming.
6. Processes for conducting community outreach activities.
7. Library computer systems, databases, and software.
8. Customer service standards and procedures. Establishing and maintaining effective working relationships with library staff, volunteers, patrons, and the general public.
9. Reader's advisory, reference and circulation methods and techniques.
10. Community library operations, programs and services.
11. Ability to maintain and uphold confidentiality and privacy rights.

### Technology Requirements:

- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews)
- Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities

### Education and Experience:

Master's Degree in Library Science from an ALA accredited university; One or more years' Library experience; OR any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.

### Licenses, Certifications, and Special Requirements:

- Must have a valid Wisconsin State Driver's License and an acceptable driving record.
- Must pass and maintain a criminal background check.
- The ability to work evenings and weekends and to adapt to schedule changes on short notice.

### Physical and Environmental Conditions:

- Work is performed in a library environment and involves regular contact with the public.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.
- Must be able to push/pull library carts and lift/carry library materials.
- May be exposed to potentially intimidating and/or unreceptive members of the public.
- May work alone, without other library staff present, in the library or in community settings.

### Work Schedule

Full-time, frequently including evenings and weekend hours related to programs, outreach and special projects. Includes rotating evening and weekend hours.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all LPL positions are subject to change or transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. La Crosse Public Library is also an Equal Opportunity Employer.