



<b>JOB TITLE</b> Library Lead Worker	<b>DATE</b> April 19, 2016
<b>DEPARTMENT</b> Library	

**REPORTS TO:** City Administrator

**SCOPE OF POSITION:**

General Statement of Duties: To assist in the supervision and provide work direction to full and part time employees. Coordinate library resources to assure effective, efficient operations of the department. Develop and maintain City and Library websites, social media and electronic communications in collaboration with department personnel and city administration.

Supervision Received: Works under the administrative direction of the City Administrator

Work Environment: Indoor, controlled office setting.

Tools/Equipment: Standard office equipment, computer hardware and software, digital storage devices, audiovisual equipment, cash register, AED (Automated External Defibrillator) and TTY (telecommunications device for the deaf), emergency equipment and library vehicle.

Supervision Exercised: Library Technicians, Library Specialist, Library Aides, Students, Summer Interns

**PERFORMANCE RESPONSIBILITIES:**

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Administrator.

- Assist with procedures to prepare and open the library for its daily activities. Work at the public service desk with responsibility for all duties required at this desk when scheduled; Check out books and other library materials to library users. Answer and direct incoming telephone calls and messages. Provide directional information to library users. Assist library users in the use of the Library’s catalogs and indexes, and in locating library materials. Answer “ready” reference questions. Retrieve reference periodicals and materials from special collection.
- Select and maintain electronic resources including computer hardware, software, and networking technology. Work with vendors to provide patrons with appropriate devices and databases.
- Provide reports and statistics to the City Administrator
- Provide work direction to student workers.



- Assist with procedures to prepare and open the library for its daily activities.
- Research, write and submit applicable grants to help fund the operations at the Library.
- Provide complete Reference Services and Patron Assistance.
- Provide and encourage electronic communications for library & city using Blog/Internet/Twitter/Facebook and other new, emerging social media.
- Post and update public information on city and library websites and electronic communications tools.
- Attend and participate in library, city and regional meetings, conferences and training.
- Other duties as assigned by the City Administrator.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of professional library principles, methods, techniques, and procedures.
- Knowledge of reference resources available.
- Knowledge of cataloging and classifications procedures.
- Knowledge of online database searching and electronic search tools.
- Ability to use computers, library and office software, the internet and a variety of electronic devices.
- Ability to establish and maintain good working relationships.
- Ability to communicate effectively in person, by telephone and electronically.
- Ability to stand and/or sit for 2 – 3 hours at a time.
- Ability to push book carts weighing 500 pounds, 2 – 5 times daily.
- Ability to lift items weighing 25 pounds from floor to waist, 10 – 15 times daily.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree with strong emphasis in Information Media.
- Solid technical skills with emphasis in social media
- Computer literacy required.
- One to three years **public** library experience required.
- Good communication and customer service experience required.
- Three to five years effective supervisory skills required.
- Class "D" Drivers License.

REVIEWED AND APPROVED BY:

  
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City of Hibbing – City Administrator

5-19-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Representative – AFSCME

5-19-2016  
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Date