

Warren County Public Library

Job Description

Position Title: Satellite Librarian

Primary Locations: International Center of KY (806 Kenton St, BG, KY 42101) – *other locations/branches as needed (Lisa Rice, Bob Kirby, Smiths Grove, Buchanon, Outreach, or Satellite libraries)*

Reports To: Community Outreach Manager & Branch Manager

FLSA Status: Non-Exempt

Employment Type: Part-Time

Starting Compensation: \$17/hour

Work Schedule: 14-21 hours/week – would include at least one night per week and one weekend per month (*schedule to be determined by need*)

Position Summary

A part-time position is available for a communicative, resourceful, multilingual person who is passionate about serving library patrons in a multicultural setting. Candidates for this position can provide exemplary library service, programming, and advocacy for their patrons of all backgrounds, ages, and abilities. Candidates must be excellent communicators, independent workers, and problem solvers. This individual cares about the values of WCPL and the story we are building through our events, resources, and partnerships.

This position will be the onsite librarian at WCPL's newest satellite library, located inside the International Center of KY. The International Center Satellite Librarian will provide a wide variety of library services and programming for patrons including circulation duties, readers' advisory, computer and technology support, storytimes, workshops, events, and more. The satellite librarian will work closely with both WCPL staff members and employees of the International Center to listen to, assess, and meet the needs of patrons and community members with resourcefulness and creativity.

Essential Duties and Responsibilities

- Circulation services including but not limited to: checking materials in and out, creating library cards for new patrons, managing patron accounts, communicating clearly with patrons about lending expectations.

- Reference services including but not limited to: readers' advisory and recommendations, computer and technology assistance, assistance accessing and using both physical and digital library resources.
 - Assessing patron interests and providing relevant insight to Technical Services and WCPL leadership regarding book selection, organization, media, and other library materials for the International Center Satellite.
 - Assessing patron interests and providing relevant insight to the Programming Division and WCPL leadership regarding storytimes, workshops, educational opportunities, and events for the International Center Satellite.
 - Collaborating with employees of the International Center to serve the needs of library patrons across many different cultural backgrounds and ethnicities and who speak a variety of different languages.
 - Other tasks as assigned.
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Qualifications

Education and Experience:

- Bachelor's Degree in a related field or equivalent experience working with libraries.

Knowledge, Skills, and Abilities:

- Strong organizational and communication skills and proven ability to problem solve independently.
- Strong public service skills.
- Proficiency in more than one language.
- Ability to teach basic library services to new communities and patrons.
- Awareness of or ability to learn current trends in library services for patrons of all ages.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Cultural competence skills.
- Ability to communicate effectively with others, orally and in writing, including through email.
- Ability to identify and translate children and adult needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.

- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
 - Able to learn and stay current with emerging technology, including digital media.
 - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
 - Must be able to speak in front of a group.
 - Must be able to drive a car and hold a valid driver's license.
 - Must be available to work evenings and weekends.
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Benefits

- Paid Holidays
 - Paid Time Off
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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.