

## **Librarian 6152**

### **Task List 2026**

Organizes, processes and supplies information, books, and other materials for children, young adults, adults, and groups with special needs in order to serve the needs of all individuals of the public and to promote library goals.

Creates and implements public programs in the library, online, and within the community in order to provide enrichment, education, and entertainment for the public and the community.

Maintains an inventory of library materials in assigned subject areas; identifies, reviews and evaluates materials to be added to or removed from collections in order to serve the needs and interests of the specific communities.

Selects books for purchase, working within a defined annual budget in order to serve the needs and interests of the specific community responsibly.

Stays up-to-date on the latest literature in their fields and keeps an eye on current literary trends in order to engage the library users.

Fills requests for books and other library materials from patrons and other libraries in order to provide excellent customer service and satisfy patron requests.

Advises patrons on available information related to their areas of interest and prepares reading and reference lists for them in order to provide extensive research and answers to their inquiries.

Classifies and catalogs incoming materials in order to ensure that the materials are appropriately integrated into the collection and are readily accessible to staff.

Responds to complaints made by patrons in order to provide customer service in a welcoming manner.

Interprets and applies library policies and procedures for the public in order to serve the public fairly and equitably.

Maintains the security of the library in the absence of security personnel in order to ensure a safe and secure environment for all patrons and staff, and to responsibly manage City property.

Provides library services, including talks and demonstrations, to preschools, elementary schools, middle schools, high schools, and adult schools in order to promote library services and increase patronage.

Designs displays and exhibits in order to engage library patrons, community, and promote city initiatives and cultural awareness.

Writes articles about the library and its materials in order to foster public engagement and advertise forthcoming programs, events, and library services.

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Communicates with community groups, business groups, and government agencies in order to disseminate information to the community regarding the library's offerings and resources, cultivate collaborative partnerships with community organizations and schools, and cooperate with other municipal departments.

Supervises volunteers in order to to engage local community members, utilizing their proficiencies to foster the expansion and upkeep of the library; concurrently, volunteers acquire professional skills across all ages and experience levels.

May be assigned occasionally to other duties for training purposes or to meet technological changes or emergencies in order to foster opportunities for career progression and promotion, and facilitate the acquisition of new skills.