

LIBRARIAN I

Position: Librarian I

FT/PT Status: Full-Time

Starting Salary Range: \$41,550 - \$44,922

Benefits: Health, dental, and vision insurance, retirement plan, paid time off

At the J. Lewis Crozer Library, we are committed to the principle that a workforce reflective of its diverse communities enhances our ability to serve them effectively. We understand that embracing diverse talent leads to a variety of services, and that prioritizing equity and inclusion not only improves employee performance but also fosters innovative approaches in our operations. Our staff members are presented with the unique opportunity to enrich lives and strengthen communities through exceptional user experiences, meaningful partnerships, and innovative learning environments. We are seeking enthusiastic, open-minded, and self-motivated individuals who excel both independently and in collaborative settings. If you are forward-thinking and have a passion for public service, we encourage you to apply for this position and consider joining our dynamic team.

Schedule:

This is a full-time position with a 35-hour workweek. All library team members are required to work a minimum of (1) one evening per week and at least (1) one Saturday per month throughout the year.

Job Summary:

This role, under the supervision of the Director, is crucial to our library team. It involves assisting users of all ages with a range of library needs, including information provision, materials advisory, and technology assistance. Additionally, this position entails collection and circulation tasks, leading programs and outreach events, and serving as a JLC Keyholder.

Principal Duties and Responsibilities:

Please note that these percentages are subject to change based on the evolving needs of the community and library.

Customer Service (20%)

- Create and maintain a welcoming, safe, and growth-oriented environment.
- Guide users in selecting appropriate materials for reading, viewing, and listening.
- Address a wide range of user queries, utilizing appropriate resources and making relevant referrals.
- Provide assistance for technology-related inquiries, including digital content and the use of library equipment.
- Facilitate all library services, including appointment registrations, program enrollments, and space reservations.
- Manage library user accounts, overseeing payments and negotiations.
- Handle user concerns, building issues, security incidents, and liaise with library management as a Keyholder.
- Ensure consistent service at the customer service desk.

Responsive Programming and Outreach (50%)

- Organize and present diverse programs and outreach events for all age groups, both onsite, offsite, and virtually.
- Offer specialized quarterly programs in key areas like digital literacy, early literacy, financial literacy, health and wellness, STEAM, and job readiness.
- Develop and implement weekly programs for children, teens, and adults, tailored to community needs.

Strategic Partnership Development (10%)

- Cultivate and sustain relationships with community partners, local colleges and institutions, businesses, and organizations that share aligned objectives.
- Collaborate with subject experts and community partners to expand programs, services, and resources to meet community needs.

Collection Development and Maintenance (10%)

- Enhance the accessibility of print and digital collections for public use, exploration, and learning.
- Use the DCL website or catalog for item searches, reservations, and basic materials advisory.
- Perform collection maintenance, including shelving, merchandising, and shelf-reading.
- Oversee quarterly collection management tasks.

Collaborative and Other Activities (10%)

- Participate in system-wide committees and workgroups.
- Contribute to JLC initiatives and community services.
- Uphold and implement JLC and systemwide policies and procedures
- Proficient in all JLC Core Services and Workplace Competencies.
- Keep updated on evolving community needs and interests, as well as current literature and research in public libraries and librarianship.
- Fulfill continuing education requirements
- Perform additional duties as needed.

Required Knowledge, Skills and Abilities:

- Supports and aligns with JLC's mission, vision, and strategic initiatives.
- Demonstrates proficiency in JLC Core Services and Workplace Competencies.
- Exceptional customer service skills.
- Technologically skilled across various devices, platforms, and software.
- Exhibits leadership, critical thinking, and sound judgment.
- Ability to serve as a knowledgeable resource for inquiries related to policies and procedures.
- Effective oral and written communication.
- Demonstrates a strong commitment to teamwork, continuous learning, and the sharing of knowledge.
- Organizational skills and attention to detail.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Understanding of institutional and structural racism and their impact on underserved and underrepresented communities.
- Ability to actively pursue continuous learning and disseminate best practices within the workplace.
- Embrace and promote an inclusive and equitable work environment.
- Ability to adhere to instructions accurately and operate efficiently with minimal supervision.
- Reliable transportation.

Qualifications and Requirements:

- Associate's or Bachelor's degree from an accredited institution.
- Familiarity with public library services and operations.
- Minimum (1) one year of experience in a public library or similar setting, working directly and in-person with customers/clients from the Children, Teen, or Adult populations (e.g., school or youth development organization).
- Current clearances for Pennsylvania State Child Abuse, FBI Fingerprinting, and Pennsylvania Criminal Background.

Working Conditions and Physical Demands:

- Ability to lift up to 25 lbs.
- Flexibility to bend, kneel, crouch, and stretch.
- Ability to stand, walk or sit for extended periods.
- Must be able to read small print.

How to Apply

Send your resume, cover letter, and references to crdirector@delcolibraries.org. For questions, contact the J. Lewis Crozer Assistant Director at crozerlibrary@delcolibraries.org or call 610-494-3454.

Equal Employment Opportunity (EEO)

The J. Lewis Crozer Library is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, sexual orientation, gender identity or expression, genetic information, marital status, or any other category protected by federal, state, or local laws.

Accommodation Information

If you require special assistance or accommodation during any part of the pre-employment process, please contact crozerlibrary@delcolibraries.org. For TTY users, call via Pennsylvania Relay or dial 711.