

**ULYSSES PHILOMATHIC LIBRARY
LIBRARIAN
JOB DESCRIPTION @ 35 hours per week**

The Librarian in conjunction with the Library Director (LD) is responsible for:

- Reference & Information Services
 1. answers patron requests in person or remotely, including reference questions regarding local history.
 2. supports electronic collection
- Reader's Advisory
 1. recommends and suggests books for patrons of all ages
 2. creates book displays and book lists
- Circulation desk
 1. implements the library's policies
 2. works at the desk when needed including one Saturday/month and some evenings
 3. registers new patrons and issues new library cards, as needed
 4. opens & closes library
 5. troubleshoots
- Patron Satisfaction
 1. welcomes and supports visitors to the library
 2. troubleshoots
- Grant Oversight
 1. assists with grant development for collections and programs
 2. evaluates program success
 3. reports outcomes to library director
- Programming
 1. manages parts of summer reading program
 2. schedules and hosts adult & youth programs year round
 3. supports library hosted programs: Spanish, Watercolor, Book Club, Chair Yoga, etc.
- Collection Development
 1. selects & orders materials for all ages
 2. collaborates with coworkers on cataloging and book endowment program
 3. maintains & weeds collections in all formats
- Outreach
 1. acts as liaison to relevant community groups
 2. promotes programs & services as appropriate
 3. provides instruction in catalog, databases, and electronic resources
- Other tasks as assigned