

**Position: Librarian**  
**Department: Public Services**  
**Hours: Full-time, Non-Exempt (32 hours per week)**

#### JOB SUMMARY:

Under the general direction of the Public Services Manager, in harmony with the policies of the Library, and in coordination with the activities of other departments, the Librarian will serve as professional staff providing direct service to the public utilizing knowledge of collections, and being responsible for acquisitions of audiovisual material.

#### QUALIFICATIONS:

- Master's degree in Library or Information Science from an ALA accredited college or university.
- Indiana Public Librarian Certificate 3 (LC3) or the ability to obtain LC3 within the first six months in the position.
- Two plus years of collection development and collection management experience. Preference given for experience with audiovisual services and collections.
- One plus years of experience in a public library setting, preferred.
- Valid driver's license.

#### SKILLS:

Comprehensive knowledge of current general public library service, policy, standards, and procedures; with extensive knowledge of audiovisual collections; basic software applications and their use. Ability to define problems, collect data, establish facts, and draw valid conclusions; identify future needs and develop plans to meet those needs especially as applicable to the audiovisual collections and services; exercise discretion, consistency, and independent judgment in the interpretation of approved policies and methods; work at a varied pace; perform with a high level of accuracy independent from supervisor examination; obtain and maintain a working knowledge of library computer systems and other technologies as they pertain to public services; train patrons in the use and services of the library; work some evenings and weekends; and travel independently. Proficient skills in all forms of communication, written and oral, within a variety of settings with both internal and external contacts; critical inquiry and logic as applicable to work duties.

#### PHYSICAL ABILITIES:

- Sufficient *clarity of speech and hearing* or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient *vision or other powers of observations*, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Sufficient *manual dexterity* with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment, as well as operate, maintain and repair various audiovisual equipment and materials.
- Sufficient *personal mobility and physical reflexes*, with or without reasonable accommodation, which permits the employee to function in the context of the Librarian position to include but not be limited to: operation, maintenance, and repair of equipment as mentioned above; lifting, moving, pushing/pulling loaded library carts, carrying up to 20-30 pounds; prolonged standing and/or sitting; and the capability to travel independently.
- *Environmental conditions* include those risks normally associated with the context of an office environment and exposure to weather conditions when/if traveling on business and potential exposure to computer and office equipment cleaning chemicals and solutions. The noise level is usually minimal.

**PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT  
MORRISSON-REEVES LIBRARY**

**80 North Sixth Street, Richmond, Indiana 47374**

**OR**

**PLEASE SUBMIT APPLICATION TO**

[hr@mrlinfo.org](mailto:hr@mrlinfo.org)

Please include Subject: Librarian