

Librarian I Reference at Main Branch
Min. starting wage: \$18.2711/\$38,003.97 annual.
Salary commensurate on education and experience.

Date posted: 3/17/2022

ANSWERS TO: Head of Reference
Branch Manager

NATURE OF WORK:

Under broad supervision, performs advanced reference and research tasks. **Does not Supervise** but may direct tasks of Assistants and Associates if requested by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in developing programs and promotional materials
Assist public in use of all forms of reference resources
Perform advanced research projects as necessary and requested
Teach computer and other designated technology usage and classes to public and staff
Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of library practices and procedures
Extensive knowledge of Reference techniques and sources
Skilled in computer usage and resources
Must possess effective oral and written communication skills
Must possess effective people skills in dealing with staff and the public

Physical Requirements:

Work is performed in an office environment and requires sitting, standing, stooping, walking, and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally. Common abilities of mobility and dexterity.

REQUIRED QUALIFICATIONS:

Master's Degree in Library Science from an accredited School of Library Science.
Experience preferred.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT
3/16/14