

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Administration

TITLE: Librarian

GENERAL SUMMARY

This position is responsible for managing the library collection at Assisi Heights, through the Follett Destiny Library Program. Assures confidentiality at all times with issues relating to Sisters, guests and fellow employees with behavior that reflects the Mission of the Sisters of St. Francis.

ESSENTIAL FUNCTIONS

- Performs all library functions:
 - Cataloging all materials in the Library of Congress classification system, including books, CDs and DVDs.
 - Circulation functions, including, checking all materials in and out in the Destiny program; sending out overdue notices; picking up all sign-out cards and entering into the system by patron and barcode; returning materials to the Community Room shelves.
 - Keep patron records up-to-date.
- Oversees the Franciscan Life Library budget:
 - Purchases new books and audio-visual materials.
 - Purchases office and library supplies.
 - Purchases annual subscription for Destiny program and annual dues to professional organizations.
- Determines destination of donated materials:
 - Determine what materials will be added to the collection.
 - Determine what will be disposed of or donated to the Rochester Public Library.
- Collaborates with the Assistant Librarian to maintain the Dewey Decimal and the Library of Congress collections in the Community Room.
- Receives requests from the Acquisitions Committee and reviews with the Assistant Librarian.

OTHER FUNCTIONS

- Membership and participation in professional ALA and CLA organizations.
- Other duties as assigned by the Director of Residential Life.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation

QUALIFICATIONS

- Bachelor’s degree in Library Science with three or more years of experience
- Knowledge of Franciscan values and spirituality
- Knowledge of the Follett Destiny Library web-based computer program
- Knowledge of copyright law
- Computer skills as necessary to complete this job
- Good oral and written communication skills
- Ability to work independently & as a team player

WORKING CONDITIONS

- Objects occasionally required to be lifted, pushed, pulled and/or carried range from 5-10 lbs.
- Work requires a large extent of reading
- Standing, sitting, walking, bending, stooping, reaching, pushing, lifting, carrying, climbing, and manual dexterity required on a daily basis, as well as, auditory, visual and color acuity
- Generally 10 hours per week, requiring flexible work schedule as needed

ACCOUNTABILITY: Reports to the Director of Residential Life
POSITION LEVEL: **TBD**
FLSA: Non-exempt
DATE PREPARED: August 2021

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Director or: _____ Date: _____
Congregational Leadership