

July 7, 2010

Job Description-Librarian

Hours: 40 Hours/week: Monday – Friday: 8:30 AM to 5:30 PM

Wages: \$15.49/hour – Higher DOE

Benefits: State Retirement: Medical Insurance: Annual Leave: Sick Leave

Definition: The Librarian is responsible for the overall running of the Library under the direction of the City Administrator and the Craig Library Board of Directors.

General Information: The mission of the Craig Public Library is to provide patrons access to books and other resources for education, information, and recreation in order to promote literacy and life-long learning in our community. The Library serves Craig and the surrounding communities on Prince of Wales Island.

Duties and Responsibilities: The Librarian will be responsible for the overall running of the Library which will include the following activities:

- Assisting patrons in locating and acquiring materials and information.
- The Development and maintenance of the Library's collection in cooperation with the Library Board of Directors.
- Maintaining accurate circulation records.
- Recruitment, supervision, and training of Library assistants and volunteers in cooperation with Board of Directors.
- Development, Planning and Leading of Library Programming.
- Budget development and administration in cooperation with Library Board's President, Treasurer and City Staff.
- Acquisition and Administration of grants.
- Overseeing the maintenance of the building and grounds.
- Other duties as the needs become apparent, or are assigned by the Library Board President and/or the City Administrator.
- Participates in professional development and attends state library conferences
- Oversee the maintenance and operation of public use computers and equipment.

Required Knowledge and Abilities:

- Organizational and multi-tasking skills
- A high school diploma or equivalent-Post-secondary education desirable
- Prior experience with budgets and grants
- Proficient computer and internet skills
- Excellent interpersonal skills

Application Deadline: Open until filled. For more information please call the Library at 826-3281 or City of Craig at 826-3275. Submit Letter of Interest and Resume to the City of Craig.