



Town of Fredonia

Clerk's Office

25 N Main St. * PO Box 217 Fredonia AZ 86022

Office (928) 643-7241 * Fax: 928-643-7627

Email: townclerk@fredonia.gov

Job Description

Position: Librarian/Director

Department: Library

Classification: Non-exempt

Salary Range: \$19.00-\$21.00/Hr.

OPENING DATE: 09/16/2024 CLOSING DATE: 09/30/2024

Responsibilities of position: The Librarian/ Director reports to the Town Council, Coconino County and State Libraries. Supervises library staff, responsible for facilities, purchasing and sustaining collection. Maintain and update policies, keep financial records, manage budget, develop programming for all ages. Must be proficient on the computer and have knowledge of standard office software and programs. Have the ability and willingness to learn and apply new technologies. Be able to effectively communicate ideas and information both in written and oral form to all ages. Must like people and children. High School diploma and some experience required.

Duties:

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
2. Able to use computer programs and be able assist patron with use also.
3. Processes, withdraws, repairs, or reconditions library materials.
4. Organize and lead library programs for children, teen and adults.
5. Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching and all computer needs.
6. Assists patrons with mechanical operations of library equipment.
7. Answers directional questions and refers patrons to appropriate personnel.
8. Performs other related work as required.
9. Cataloging
10. Assist in cleaning the library weekly.

Knowledge and Abilities:

1. Working knowledge of library methods, procedures and computer systems.
2. Ability to operate library machines properly.
3. Keyboarding and filing.

“FREDONIA: GATEWAY TO THE CANYONS”

4. Working knowledge of English grammar and spelling.
5. Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.

Physical Demands of Position:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting, reaching and cleaning.
3. Talking and hearing; use of the telephone.
4. Lifting and carrying: 50 pounds or less.
5. Handling; processing, picking up and shelving books.
6. 10-key, typing, writing, filing, sorting, shelving and processing.
7. Pushing and pulling: objects weighing 60-80 pounds on wheels.
8. Mobility: travel to meeting outside library.

Mental Requirements:

1. Communication skills: effectively communicate ideas and information both in written and oral form to all ages.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
5. Time management: set priorities in order to meet deadlines.

Education and Experience:

1. High school diploma or GED
2. Keyboarding and general office experience.
3. Some previous library or work experience.