

To apply, please send a resume with three references and a cover letter to:

director@bitterrootpubliclibrary.org

Applications are due by 2/29/2020

If you're looking for the opportunity to do meaningful work in a wonderful community, then the position of Community Librarian at the Bitterroot Public Library might be the perfect fit for you!

Located in the beautiful Bitterroot Valley, the Bitterroot Public Library is located in the city of Hamilton (population 4,728) and provides library services to over 25,000 people within its service area. Constructed in 1916 and one of the 17 Carnegie libraries built in Montana, the library was expanded in 1987 to better serve the growing community. The community has continued to grow and the library has continued to grow and innovate alongside it.

If you're passionate about the roles libraries can play in promoting lifelong learning, helping people satisfy their needs and interests for education and entertainment, and connecting them with the resources necessary to succeed at whatever they chose or whatever challenge they are facing, then we'd greatly appreciate your application.

Hamilton is located 45 miles south of Missoula, MT and provides the opportunity to live in an affordable mountain town with incredible access to world-class outdoor recreation. From hiking and backpacking, to fly-fishing and skiing, to mountain biking and kayaking, you don't have to drive far at all – or in some cases even leave city limits – to enjoy these activities. Located in Montana's "Banana Belt" Hamilton has milder winters than most other parts of Montana and has four distinct seasons. Hamilton has a vibrant downtown and many active community groups.

Job Title: Community Librarian

Job Description: The primary role of the Community Librarian is to connect the library with the community in meaningful, interesting, entertaining, and educational ways.

Developing and implementing programming and other community outreach efforts for the Bitterroot Public Library are the main functions of this job and allow for large amounts of flexibility and creativity. This includes, but is not limited to: adult programming at the library and in the community, identifying and addressing technological needs in our community, and working with staff and volunteers to provide excellent service to the community. The person in this position works with staff and director to create engaging and creative services, as well as making sure the library is a vibrant and welcoming place for its community. You must have a commitment to excellence, attention to detail, be friendly, customer service oriented and enjoy constant interaction with patrons of all ages and varied levels of technological skills.

Required Knowledge, Skills and Abilities:

- Ability and desire to build and maintain effective relationships with staff, volunteers and community members;
- Thorough knowledge of customer service practices;
- Excellent communication skills, both verbal and written;

- Develop and manage a coordinated calendar of engaging public events and programs aimed at an adult audience including outreach programs to senior centers, assisted living, nursing home and memory care facilities;
- Understand the library's mission, vision, goals, policies and procedures and be able to communicate them to the staff and public in a clear and courteous way;
- Perform administrative and managerial tasks including preparing and adhering to budgets, tracking and reporting statistics and evaluating the effectiveness of programs and services offered;
- Assist the library director in special projects and grant writing and implementation as needed;
- Responsible for collection development and deselection of materials as assigned;
- Manages library's collection of magazines and newspapers;
- Provide basic technology support for staff and the public;
- Proctor exams for students;
- Work varying days and hours, including weekend and evenings related to program schedules.

Physical Requirements: The job requires the employee to sit and work at a desk, stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs; seldom lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Expected Hours of Work: Regular schedule is Tuesday-Friday, 9 hours per day. Evenings are often a part of the schedule to accommodate programming. Occasional work on Saturdays is also required. Flexibility can be arranged with the director as needed to perform the duties of the position and balance the workload.

Expected Travel: The job requires some travel for training and conference activities, travel in the community to conduct programs, and attendance at community and business events.

Minimum Qualifications

Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 1 year of professional library experience or relevant experience with programming and community outreach

Education: Bachelor's Degree; persons with equivalent education and/or experience which demonstrates ability to perform the duties of this position will also be considered.

Training, Licenses, or Certifications: Valid driver's license in good standing.

Supervisory Responsibility: Assumes supervisory responsibilities when assigned.

Preferred Qualifications:

Programming experience in a library setting or two years or more of library experience.

Master's Degree in Library Science or certification by the Montana State Library or another state library.

SALARY AND BENEFITS:

Salary is \$45,000 per year and medical, dental and vision insurance is provided and 100% employer paid. Retirement benefits are provided through the Montana Public Employee Retirement System (PERS).

THIS POSITION IS EXEMPT FROM THE OVERTIME PROVISIONS OF THE FAIR LABOR STANDARDS ACT

****Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Bitterroot Public Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, age, or disability.