



CITY OF TULELAKE

591 Main Street

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Tulelake Branch Library Manager (Librarian)

This is an hourly part-time position of 15 hours per week starting at \$17.00 pr hour. The librarian is responsible for the efficient management of the branch, including coordination between the City of Tulelake and the Siskiyou County Librarian. Also, will be responsible for seeing the Tulelake Branch Library operates consistent with all the other Siskiyou County Library Branches.

The Librarian will coordinate with the Tulelake City Council, Library Commissioner and Public Works director regarding any issues with the building. Also needs to be in daily communication with the Siskiyou County Librarian who oversees management of the circulation collection and many aspects of library operation.

Duties to include, but are not limited to, the following:

- Create a welcoming environment
- Manages staff (if any), volunteers, students, and adults working at the library through other programs, i.e. STEP, Workability Program and Cal-Works
- Maintain Library hours a minimum 15 hours a week
- Issue library cards according to Siskiyou County Library guidelines
- Place holds on books & movies for patrons
- Transfer items to other branches, and prepare for weekly shipment & delivery
- Shelf all library material
- Answer reference questions, or assist patrons in finding the answers
- Checking out books, movies, audiobooks & magazines
- Some cleaning, including vacuuming, washing windows, and the library in general
- Arrange and supervise summer reading activities
- Provide activities for children, including coloring & crafts
- Coordinate with Tulelake Elementary School teachers regarding class visitation
- Responsible for maintaining appropriate behavior and a safe environment for children & adults when they are in the library
- Provide patrons with computer assistance, including applications for employment, unemployment, social security, and other applications as necessary
- Monitor condition and operation of library computers and equipment, and initiate any repairs or maintenance of this equipment
- Maintain donations and sale rooms
- Coordinate with City Hall Staff on a regular basis

- Attend Tulelake Friends of the Library meetings
- Create posts to Tulelake Library Facebook Page
- Check Gmail messages and pass on appropriate information to the patrons, friends and/or community
- Maintain library supplies: library cards, bar codes, date due slips, etc.
- Maintain office supplies: copier paper, toner, pencils, pens, Kleenex, etc.
- Participate in community functions (spooktacular)
- Develop fliers, brochures and displays to publicize programs and enhance the library experience
- Attend County 'Library Council' meetings when scheduled by County Librarian (via in person or zoom)
- Maintain an open line of communication with the Friends of the Tulelake Library through group e-mails and/or special meetings when concerns, changes to plans, and/or funding needs arise

Skills & Requirements

- Obtain or possess a Siskiyou County Library Card
- Clerical experience desirable
- Knowledge of library operations sufficient to assist patrons as needed
- Familiarity with the Dewey Decimal system
- Computer skills, including a working knowledge of Microsoft Word and ability to learn the KOHA (library program)
- Be able to work with the public with a pleasant attitude, even when it concerns a complaint
- A willingness to work with children with patience, providing a pleasant atmosphere
- Preferably a reader with the ability to help suggest books, both for the county to order and patrons who need assistance in choosing a book
- Ability to work unsupervised
- Basic English & Math skills