



CITY OF TULELAKE

591 Main Street
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cityoftulelake@cot.net



JOB DESCRIPTION

Tulelake Branch Library Manager (Librarian)

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:

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

18. Attend Tulelake Friends of the Library meetings.

Skills & Requirements:

1. Knowledge of Library operations sufficient to assist patrons as needed.
2. Familiarity with the Dewey Decimal System.
3. Computer skills, including a working knowledge of Microsoft Word and ability to learn the KOHA (the library program).
4. Be able to work with the public with a pleasant attitude, even when it concerns a complaint.
5. A willingness to work with children with patience, providing a pleasant atmosphere.
6. Preferably a reader with the ability to help suggest books, both for the County to order, and for patrons who need assistance in choosing a book.
7. Ability to work unsupervised.
8. Basic English & Math skills.
9. Possess a current library card.