



Latah County Library District

Moscow Library – District Headquarters
110 South Jefferson St.
Moscow, ID 83843
www.latahlibrary.org

EMPLOYMENT OPPORTUNITY

POSITION:

Access Services Manager

Full-time

JOB SUMMARY:

Under general supervision of the library Director, provide effective management and direction of the daily activities of the Access Services department with the goal of ensuring quality service to patrons; promote reading and life-long learning by providing library services to all ages; provide digital technology assistance to patrons; innovate new services when possible.

SUPERVISOR:

Library Director

SALARY:

Beginning salary range \$46,000 to \$47,500, depending on qualifications

BENEFITS:

Medical, dental and life insurance, Public Employee Retirement System of Idaho, sick leave, personal leave, holiday leave

BEGINNING DATE:

Approximately June 15-July 1, 2018 (negotiable)

APPLICATION:

Email cover letter, resume, and three references to:
hr@latahlibrary.org

(Please include "Access Services Manager search" in subject line)

CLOSING DATE:

May 4, 2018, 5:00 pm PDT

Situated in the Palouse region of Idaho's northern panhandle, Moscow is home to the University of Idaho, with Washington State University eight miles across the state line. The area hosts numerous outdoor recreation opportunities. The Latah County Library District (LCLD) serves 38,000 residents through its libraries, online services, and membership in the regional Valnet consortium. The Latah County Library District is composed of the Moscow Library headquarters and six rural branch libraries. It is an independent taxing district governed by an elected five-member Board of Trustees.

Typical Duties and Responsibilities:

- Train, supervise, evaluate, and schedule Moscow circulation, interlibrary loan staff, and substitutes

- Manage LCLD's components in the Koha integrated library system (ILS), including calendar date adjustments, patron notices, fines and fees, and reports
- Assist patrons in accessing library resources in a variety of formats
- Employing excellent customer service skills, explain library policies and procedures to patrons and ensure compliance; resolve patron concerns and complaints
- Ensure accuracy and privacy of patron information
- Oversee courier
- Oversee stacks maintenance at Moscow
- Coordinate and manage branch materials rotation process
- Provide reference service to patrons as a member of the reference team
- As a member of the management team, serve in an advisory role to the Library Director in strategic planning, technology development and enhancement of library services
- Work on projects, committees and taskforces as needed
- Participate in training workshops and other professional development activities

Minimum Qualifications: Knowledge, Skills, Abilities, & Personal Characteristics:

- Bachelor's degree
- Basic business and computer skills
- Enthusiasm for the Library's mission to enrich the cultural life of the community
- Ability to demonstrate friendly, approachable, positive manner toward the public and colleagues
- Demonstrated problem-solving and teamwork skills, flexibility, and ability to meet deadlines
- Excellent verbal and written communication skills
- Valid driver's license
- Experience working in a fast paced library or office environment.
- Excellent customer service skills and ability to multi-task.
- Ability to: work independently with attention to detail; sit, stand, reach, squat, stoop, kneel, and lift up to 25 pounds; read, write, and speak English; and see well enough to read spine labels on top and bottom shelves

Desirable Qualifications, Education & Experience:

- Supervisory experience
- Public or academic library experience, especially reference work
- ALA-accredited MLS/MLIS
- Demonstrated ability to implement library technology and technology-based services
- Experience using Koha or another ILS
- Experience using PC Reservation®