

**LIBRARIAN I - FULL TIME
NORTHWESTERN REGION
OPENS: 8/26/2025 CLOSES: 9/12/2025**

JOB SUMMARY

This is a professional library position requiring knowledge of library principles, practices and policies; attention to detail; sound judgment; strong communications skills; and some supervisory experience. The position may direct and supervise the day-to-day operation of a specific department for this location. The position involves performing a wide range of professional library work including but not limited to public service, programing, circulation, collection management and supervising personnel. Strong customer service skills and an excellent service philosophy are required. Work is reviewed through conferences and on the basis of results achieved.

EXAMPLES OF DUTIES

- Reports to the Department Head.
- Supervises staff members including conducting employee performance reviews, handling employee performance issues, provides training opportunities and general employee development.
- Assists in administering and interpreting the library's policies and procedures especially those involving circulation and membership.
- In charge of financial procedures and reporting in this capacity supervises the daily recording of financial transactions, prepares weekly deposits, inputs monthly statistical information.
- Provides regular and special reports on the activities and needs of the department and its activities.
- Provides training to staff and patrons as needed on use of the library automated systems.
- Attends various departmental and system-wide meetings.
- Sets goals and plans procedures for effective provision of library services for assigned area.
- Assists patrons in utilizing the self-check system and the hold shelf.
- Handles and resolves patron complaints and problems regarding library policy and practice.
- Assesses and reports building facility issues, addresses as necessary.
- Manages meeting room transactions including discussions with patrons about usage guidelines and expectations.
- Participates in Collection Management.
- Represents the library at neighborhood and community meetings.
- Develops and promotes library programs and services.
- Attends various department and system wide meetings, serves on system wide committees and task forces.
- Performs other related duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, social networking and the Internet.
- Ability to direct the work of nonprofessional staff, interns, and volunteers.
- Ability to maintain cordial and productive relationships with staff and public.
- Ability to supervise and motivate team members.
- Strong commitment to public service supported by excellent customer service skills.
- Strong problem solving skills and ability to mediate patron complaints.
- Self motivation to learn new skills and the ability to adapt to a changing work environment is essential.
- Excellent written and oral communication skills.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microform and PC monitor, and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials from place to place in the library. Ability to lift up to 30 pounds.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university supplemented by the attainment of a master's degree in library and information science (MLS, MLIS) from an ALA accredited institution. Previous supervisory experience preferred.

BENEFITS

The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 22 - Salary range: \$49,753.60 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 "defined benefit" plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHODS OF APPOINTMENT

Applicants must register and apply at the Alabama Career Center (<https://alabamaworks.alabama.gov>). The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. A resume must be submitted prior to the interview. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Equal Opportunity Employer