

POSITION: Access Services Librarian (Librarian I)

DEPARTMENT: Adult Services

SUPERVISOR: Adult Services Coordinator

SCHEDULE REQUIREMENTS: Occasional evenings and weekends may be required to accommodate community meetings and special events.

FLSA STATUS: non-Exempt

GENERAL DESCRIPTION OF DUTIES: Work with customers, library staff, volunteers, and community to provide accessible library services, resources, virtual and physical spaces, and programs.

DISTINGUISHING FEATURES: Identify and seek to resolve barriers to the access of library materials, equipment, and services due to a customer's visual, physical, hearing, or speech disability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enroll new National Library Service customers and connect them with resources and equipment to provide access to reading materials regardless of age, economic circumstances, or technical expertise.
2. Conduct day-to-day operations and tasks of National Library Service and Books-by-Mail programs as needed. Deliver reader's advisory to Access Services customers. Supervise the Access Services clerk and volunteers. Plan and deliver training to staff system-wide on Access Services products, collection and services.
3. Plan and deliver outreach to local schools and community organizations on Access Services resources, including instruction and promotion, special classes and events, and attendance at community outreach events. Promote National Library Service to customers and libraries in the Fredericksburg Subregional Library's ten jurisdictions.
4. Perform ongoing evaluation of physical and virtual library spaces for accessibility and compliance. Recommend assistive technology products, collections, and services. Create and maintain an inventory of accessible resources, services, and programs available

to CRRL customers.

5. Work with Digital Services Department to update Access Services information on the website. Evaluate eResources for accessibility features and provide direction on promoting accessible materials through social media, website, and other avenues.
6. Maintain knowledge of assistive technology trends and services through ongoing professional development.
7. Serve as liaison between federal, state, and local agencies and organizations that assist people with disabilities.
8. Other duties as assigned.

GENERAL QUALIFICATIONS: An MLS or MLIS from an ALA-accredited college or university is required. Strong organizational and communication skills, flexible work habits, and the ability to relate to customers of all ages, library staff, and community partners.

PHYSICAL REQUIREMENTS: Requires work that involves walking or standing, bending and stooping; and involves exerting up to 30 pounds of force on a regular and recurring basis to lift and/or move library materials. Ability to sit or stand at a desk and/or computer for extended hours, read computer screens and use computer keyboards. Requires a valid VA driver's license and the ability to drive.

SPECIAL TRAINING/KNOWLEDGE:

Knowledge of Google Apps, Microsoft Office, computer hardware and peripherals, and integrated library systems required. Capacity to quickly learn and instruct others on National Library Service and other accessibility software and hardware required. Managing multiple priorities and meeting ongoing deadlines required. Ability to lead staff and volunteers in managing daily operations and new initiatives required.