

# At-Will Employee Job Description

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| Date | 7-13-16 |  | Position No. | 1072 |
| Position Title | Reader Advisor | Office | CTBL/CSL |
| Employee Name |  |  |  |
| Funding Source (s) | 052-5301 |

#### ORGANIZATIONAL COMMITMENT

Each employee, regardless of assignment, is expected to focus effort on the CDE Organizational Commitment as follows:

***The Colorado Department of Education dedicates itself to increasing achievement levels for all students through comprehensive programs of education reform involving three interlocking elements:***

***A. High standards for what students must know and be able to do.***

***B. Challenging assessments that honestly measure whether or not***

***students meet standards and tell citizens the truth about how well our schools serve children.***

***C. Rigorous accountability measures that tie the accreditation of school districts to high student achievement.***

##### ***MANAGEMENT PRACTICES***

Further, each employee is expected to follow standard management practices as set forth by the Commissioner in the areas of:

A. Internal and external communication.

B. Budgeting and expenditure procedures.

C. Paperwork approval and reduction requirements.

D. Other written departmental procedures.

#### ESSENTIAL FUNCTIONS

1. Direct and advise print-disabled patrons in their selection of recreational and informational reading materials by answering incoming phone calls and emails from patrons statewide and advising and disseminating general information to patrons.
2. Address patron related paperwork such as patron applications, address changes and book requests. Initiate patron contact for various issues as needed.
3. Assist on-site patrons with needs for new equipment, books, library registration and general information. This position resolves problems with applications; processes transfer patrons; orders inter-library loans and any other patron issue that might arise.
4. Provide technical support for patron’s use of digital download of audio books, BARD Mobile and the web OPAC.
5. Orchestrate the summer reading program.
6. Support library outreach by attending events as needed.
7. Other duties as assigned.
8. This is a very busy library with heavy phones duties and numerous walk-in patrons.

#### MINIMUM QUALIFICATIONS

**Minimum Qualifications:**

* Master’s degree in Library Science or related field
* 1 year experience developing library programing
* 1 year experience developing summer reading programs
* 1 year experience in customer service
* 1 year experience phone duty
* Ability to work under pressure with frequent interruptions
* Ability to work with diverse personalities
* Excellent demonstrated written and verbal communication skills
* Demonstrated attention to detail
* Demonstrated experience working with technology, spreadsheets and databases
* Ability to pass a background check

**Preferred:**

* Some fluency in Spanish

#### FLSA STATUS (For HR use only)

Exempt

Non-Exempt

 HR Representative Initials \_\_\_\_\_\_

Employee’s Signature Date

###### Management Approval

As I am legally accountable for the assignment, I understand that I am responsible for the accuracy of this job description. I certify that, to the best of my knowledge, this document is an accurate and complete representation of the position.

Immediate Supervisor Signature Date

Revised 08/11/14 (HR)