

Jewish Community Library

Job Description

Position Information

- **Job Title:** Reader Services Librarian
- **Work Location:** Jewish Community Library 1835 Ellis Street San Francisco, CA 94115

About the Organization

Since the early 1950s, the Jewish Community Library has provided the Bay Area with free access to a large collection of materials illuminating the Jewish experience. The Library is open to all, regardless of background.

The Library's main branch at 1835 Ellis Street in San Francisco's Western Addition hosts the Western United States' largest publicly accessible collection of Jewish-related materials. The Library Pushcart branch at the Oshman Family JCC in Palo Alto offers a permanent collection onsite plus on-request access to all items housed in San Francisco.

The Library strives to cover the entire range of Jewish topics and perspectives, reflecting the diversity of the Jewish people and the Bay Area's Jewish community.

Fiscal Sponsorship Note:

Jewish Community Library is a fiscally sponsored project of the San Francisco Study Center, a 501(c)(3) nonprofit organization. While day-to-day work is directed by Jewish Community Library, all employment, payroll, and benefits administration are managed by the San Francisco Study Center.

Position Summary

The reader services librarian will provide professional library services for adult, student, and youth library patrons, as well as for book groups.

Key Responsibilities

- Staff the circulation desk or supervise volunteers at the front desk during hours of operation. Assist patrons in identifying and locating appropriate materials.
- Assume responsibility for telephone and email correspondence with Library patrons.
- Provide technical services in the areas of cataloging and materials processing, including responsibility for the electronic catalog.
- Maintain the physical collection of books, DVDs and CDs. Work with the volunteer book repair specialist to recommend materials for repair or replacement.
- Take responsibility for emptying outside book return book daily.
- Take responsibility for entering new patrons into the circulation system.
- Follow up on missing and overdue items.

- Teach both new and experienced patrons how to use both the eBook and physical book lending systems.
- Train and supervise Library volunteers and interns. Coordinate and prioritize cataloging, shelving, and book repair workloads; assign special projects.
- Create displays on special topics for Library programs and special events, as well as displays of recent children's and adult titles.
- Create bibliographies on special topics as needed, including book lists for post-program follow-up emails.
- Coordinate with JCHS librarian for smooth running of dual-organization library.
- Act as point of contact with JCC Pushcart staff on Library procedures and other matters. Coordinate with Pushcart staff to fulfill patron requests and secure the return of overdue materials.
- Coordinate with book club facilitators to make reservations for Book Club in a Box titles and to arrange for pickup/shipping and return of book club boxes. Follow up on overdue and incomplete returns.
- Prepare boxed sets of books for Book Club in a Box program, includes boxes to be picked up at the Library and the shipping of boxed sets to book clubs in the North Bay.
- Recruit book groups to participate in Book Club in a Box program.
- Prepare resources for Book Club in a Box program.
- Work with fellow staff and lay committee to develop and implement One Bay One Book community reading program.
- Recruit One Bay One Book partners and be in close contact with participating institutions.
- Assist with setup for the Library's public programs.
- Play an active role within the Library staff team, working collegially in planning and staffing programs, creating publicity materials, and doing community outreach.

Physical/Work Environment Requirements

- Must be able to remain in a stationary position for extended periods.
- Must be able to lift up to 20 pounds.
- Must be able to bend down in order to retrieve materials from drop box.
- Must be able to push wheeled library carts.

Organizational Relationships

- **Reports to:** Howard Freedman, Jewish Community Library Director
- **Works with:** Jewish Community Library and Jewish Community High School Staff

Qualifications

- Strong familiarity with Jewish fiction and nonfiction books, as well as a broad knowledge of Jewish history, thought, and culture
- Experience working in a library or similar setting
- Strong written and verbal communication skills

- Proficiency in Google Office Suite and ability to learn Koha catalog/circulation system and other systems

Compensation

- \$37.00 per hour
- Non-Exempt
- Employees are paid on a semi-monthly basis (twice per month).
- Includes Kaiser and dental benefits.

Schedule

- 30 hours per week
- Must cover hours of Library operation: Monday, Tuesday, Thursday 11-5, Sunday 12-4
- Some evening hours may be required.

Employment Status (At-Will Employment)

Employment with this position is at-will, which means that either the employee or the San Francisco Study Center may terminate the employment relationship at any time, with or without notice and with or without cause. Nothing in this job description or in any policy of the San Francisco Study Center or its fiscally sponsored projects shall be interpreted as a contract of employment or guarantee of continued employment.