

**Librarian:** Rate of pay 2025 is \$15.50 per hour. Rate of pay 2026 is \$16.00 per hour.

The Scio Memorial Library Librarian's position will be required to work 10 hours per week. An extra 2.5 hrs. can be used weekly for: the opening up the library, attending the Scio Library Board meetings, and STLS meetings outside of open hours, and participate in off-hour Library activities.

Job Description: The Librarian is responsible for

1. Carries out policies as determined by the library board.
  2. Supervises volunteers.
  3. Recommends essential library services to the director.
  4. Assists patrons with locating information.
  5. Keeps shelves in order.
  6. Becomes familiar with library patrons in order to help them find books and/or materials.
  7. Register new patrons.
  8. Checkout and discharge library materials.
  9. Reports any maintenance needs to the director.
  10. Engage in activities of the library.
  11. Performs housekeeping duties of the library.
  12. Attends professional meetings and workshops to increase efficiency and to improve library services.
  13. Plans programing.
  14. Keep current on new or changing types of services.
  15. Locates information or books from other libraries (interloan).
  16. Oversees the normal, everyday library activities.
  17. Most importantly - make the patrons feel welcome and important.
- \*There may be other duties as assigned by the director.

The Scio Memorial Library librarian position does offer 10 hours of paid PTO and an IRA is available after one year of commitment with a match up to 3%