THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Librarian STATUS: Exempt

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# REPORTS TO: Program Officer and Director of Research DATE: August 2016

# Position Summary:

Responsible for organizing and maintaining the Foundation’s library collection of books, periodicals, and archival resources. Provides research as requested.

# Responsibilities Include:

* Ensures magazines and newspaper subscriptions and recipients are current.
* Maintains and updates the library catalog and inventory.
* Processes requests for book purchases and maintains records of acquisitions.
* Maintains archival records of the Foundation’s grantmaking activities.
* Provides research assistance to the Program Officer and Director of Research and others as directed.

**Other Duties and Assignments:**

Other duties as may be assigned by the Program Officer and Director of Research to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Program Officer and Director of Research. Regular interaction with all employees providing information and resources as requested.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; effectiveness of communications and development of good working relationships with managers and co-workers; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; and ability to keep Foundation information confidential.

**Knowledge, Skills and Abilities:**

Bachelor’s degree in Library Science or comparable work experience, with at least three years of experience in a recordkeeping office or library. Must be a well organized and detail oriented. Like to read and conduct research.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 hours a week. Some bending and lifting is required.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Director of Research and Evaluation. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date