



## JOB DESCRIPTION

TITLE: Part-time Librarian

**INTRODUCTION:** The librarian manages and maintains Temple's two library sites, which consist of one collection of over 10,000 materials. The librarian reports to the Executive Director or the Executive Director's delegate. This position will work approximately 8 hours monthly; hours are flexible although some overlap with key staff may be required.

The successful candidate will be a professionally credentialed librarian. Personal attributes include detailed, self-starter, team player, willing to assume tasks as required, diplomatic and able to communicate with diverse populations. The successful candidate should be Jewish and must have specific knowledge about the Jewish religion and Reform traditions/practices.

**TYPICAL EXAMPLES OF WORK** (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

- a) The primary responsibility of the Librarian is to maintain Temple's library collection, which may include:
  - Recruit, train and supervise volunteers and/or madrichim to assist and/or work alone in the library to re-shelve books.
  - Basic maintenance of the library database (which has circulation, cataloging, searching parameters, and administrative components), including regular back-ups and checking.
  - Maintain accurate records for all materials deselected, moved to storage, or transferred to the non-circulating historic collection.
- b) Organize closet, book storage and dispensation of deselected materials.
- c) Ensure preservation of archival materials and historic collection.
- d) Such other duties that may be, from time to time, assigned.

**QUALIFICATIONS** Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Masters Degree in Library and Information Science or demonstrable work experience in managing a library
- Library database experience

### Knowledge and skills:

- Basic Jewish literacy (knowledge of Hebrew highly desirable);
- Knowledgeable in Jewish and Hebrew studies;
- Understanding of and appreciation for Judaism and the role of Reform Judaism;
- Desire to work in the synagogue world;
- Customer service practices and techniques;
- Knowledge of modern office methods and procedures; and
- Knowledge of basic office etiquette.
- Strong verbal and written communication skills;
- Excellent skills in planning, organization and scheduling;
- Skill in the use of modern office equipment including personal computers, copy machines and multi-line phone system;
- Proficient in Microsoft Office (2010 or higher), including Microsoft Excel, Microsoft Calendar, Microsoft Outlook, email and social media; and
- Ability to learn specialized databases for membership management and other functions.

### Qualities and abilities

- Cheerful and positive attitude;
- Willingness to learn;
- Ability to understand the importance of being the “face” of TDHS to donors, prospective donors, volunteers and members; ability to work as a team player with clergy and lay leadership;
- Clear verbal and written communication;
- Team player
- Ability to adjust to changing institutional priorities and adapt to change cheerfully;
- Ethical and professional actions and attitudes
- Values diversity and inclusiveness;
- Uses safe work practice

### PHYSICAL REQUIREMENTS OF THE POSITION

- Duties are primarily performed in library environment, moving around the library; some sitting at a desk and/or working at a computer;
- The flow of work and character of duties involve normal mental and visual attention much or all the time;
- Frequent focus on a computer screen is required;
- This position requires daily precise control of fingers and hand movements while operating computer; keyboard, telephone and standard office equipment;
- The position will require travel to both campuses
- Lifting of boxes or books (upwards of 10 lbs) may be required.

**SUPERVISION RECEIVED:** This position works under the supervision of the Executive Director or her delegate.

**SUPERVISION EXERCISED:** Supervision of other employees is not a normal responsibility of this position.

**FLSA STATUS:** Non-Exempt

### ABOUT US

Temple De Hirsch Sinai is the Northwest's largest Reform Jewish Congregation with membership of 1600 families. We have two campuses: the Seattle campus with administrative offices, sanctuary and religion school is located on Capitol Hill, at 1511 East Pike Street. The Eastside campus houses Religion School Administration, religion school, Jennifer Rosen Meade Preschool and sanctuary and is located in the Eastgate area at 3850 – 156<sup>th</sup> Avenue Southeast in Bellevue. Temple's cemetery and mausoleum, Hills of Eternity, is located on Queen Anne Hill.