



THE ARMY AND NAVY CLUB ON FARRAGUT SQUARE LIBRARY TRUST

John D. Altenburg, Jr. MG, U.S. Army, Retired
Chairman, Library Trustees

Job Title: Librarian

Department: The Army and Navy Club Library

FLSA Status: Exempt

Reports to: Club GM-COO and Chairman, Library Trust

Please email your resume to John Altenburg: AltenburgJ@GTLaw.com

POSITION DESCRIPTION:

Maintain library collections of books, serial publications, documents, and other printed materials; assist members and guests to conduct historical research, locate, and obtain materials; maintain and update inventories of all art objects and paintings. Work directly with the Library Trust Committee to ensure the best use of donated funds, artwork, books, etc. Abide by and demonstrate the shared spirit of "*Serve Those Who Serve.*"

Essential Functions:

1. Sole administrator for all aspects of 3,500 sq. ft. facility with 20,000+ volumes, including a rare book collection of military and American history.
2. Coordinate subscriptions to 10 newspapers and 50 periodicals.
3. Exercise discretion and judgment in coordination with Library Trust Committee Chairman regarding the use of donations and exhibition of donated art.
4. Decide procurement of library resources, organization of materials, and periodic displays and forums.
5. Catalog and shelve books, periodicals, and publications (Dewey Decimal System)
6. Regularly update computerized card catalog
7. Maintain inventory of all library materials and objects of art (Value: \$2,250,000.00).
8. Coordinate with other libraries; facilitate inter-library loans.
9. Inform members and guests regarding library activities, facilities, rules and services.
10. Plan Library displays of books and other materials.
11. Provide reference and research services to Club members using library materials, internet, and other libraries.
12. Catalog lists of library materials according to subject or interests.
13. Make recommendations regarding book and periodical purchases.
14. Receive and properly acknowledges gifts of books and monetary donations.
15. Develop and conduct historic tours and art tours of the Club.
16. Compose appropriate historical articles for *The Dispatch* (monthly) and other Club publications.
17. Announce new acquisitions; list donors; communicate with members about new programs; publish fund drives, library rules and regulations.
18. Plan, direct, and implement special projects for library promotion and outreach.



The Army and Navy Club, General Job Requirements

1. Communicate regular needs to the GM.
2. Responsible for security of Club property and keeping work stations free of safety hazards.
3. Maintain neat, professional appearance and observe personal cleanliness and dress code standards in accordance with ANC employee handbook at all times.
4. Other job duties and responsibilities may be added or deleted as business demand dictates or as assigned by a supervisor.
5. Attendance is an essential function of the position, which may include nights, weekends, and holidays.

Education and Training:

1. Minimum 3-5 years of Library Science experience.
2. Education: Bachelor's degree in Library Science required; Master's in Library Science (MLS) preferred.
3. Professional certification within Library Science profession or be willing to obtain.
4. Membership in relevant professional organization is highly desirable.
5. Ability to perform word processing and spread sheet functions and to solve simple problems in operating ANC Library systems. Must be internet savvy and understand computerized library resources software and Microsoft computer software. Ability to format and print documents retrieved from the internet.
6. Must be creative, approachable, outgoing, and positive in nature, cheerful, friendly, trustworthy, proactive, and a problem solver.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required regularly to sit for long periods. The employee must use hands to finger, handle, feel, and manipulate papers, a keyboard, and telephone with full range of motion. The employee is regularly required to reach with hands and arms with full range of motion. The employee frequently is required to walk and talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, and crouch. The employee must occasionally lift and move up to 25 pounds. Employee must occasionally move through confined spaces without bumping fixed objects and moving people.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.