



777 S. Highway 92, Sierra Vista, AZ 85635  
Sierra Vista, AZ 85635-4328

### **Job Description: Church Librarian**

Purpose: To maintain and update the church library, including acquisition and promotion of new books, DVDs, etc.

Department: Sabbath School

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Oversee library self-checkout process.
- Check-in books and remind patrons when books have not been returned within a month.
- Shelve books and other library materials.
- Manage the annual library budget for new acquisitions.
- Assign newly acquired books to a category.
  - A(s) is used for books about the Bible, Ellen White and her published books.
- Process books by stamping library names on books and attaching spine labels with category and first three letters of author's last name.
  - For biography books, use the full last name of the person the book is about.
- Promote books through church newsletter and church bulletin announcements.
- Other duties as assigned.

Skillset Needed:

- Previous library experience.
- Organizational skills and attention to detail.
- Avid reader, interested in previewing new books and other library materials.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: None

Reporting To: Church Board

Church Board Approval: August 8, 2024