

ADULT SERVICES LIBRARIAN

DEPARTMENT:	Adult Services	REPORTS TO:	Head of Adult Services
FSLA CODE:	Non-exempt, full-time	PAY GRADE:	G
AVERAGE WEEKLY HOURS:	40	AVERAGE PUBLIC-FACING HOURS:	50%
SUPERVISES:	None	LAST UPDATED:	4/2022

SUMMARY

Under the direction of the Head of Adult Services performs professional work involving collection development, reference and reader advisory and library and technology instruction to patrons.

EXPECTATIONS

- Provides consistent, gracious and friendly service to internal and external customers.
- Understands library policies and procedures, uses judgment in their application to the public, while safeguarding confidential and restricted information.
- Maintain awareness of overall Library functions, projects and goals.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Primary

- Acts as Person in Charge, assuming responsibility for the operation and security of the library as scheduled or needed.
- Answers reference and reader advisory questions in person, by telephone, via e-mail, and online.
- Creates and markets library resources through electronic and print presentations.
- Creates, develops and maintains projects in specialized areas.
- Instructs and assists patrons and staff in the use of public computers, devices, digital and print resources.
- Regularly works at the department public service desk.
- Responsible for updates and additions to assigned areas of the website and social media.
- Selects materials for the collection and participates in collection evaluation and maintenance.
- Designs, develops, presents, and/or teaches programs, workshop, and events in-person and virtually; at the Library and around the community.
- Serves as Notary Public.

Secondary

- Keeps informed of current general and job-specific information and trends at the local and regional library level.
- Collaborates with staff on committees, projects, and events as assigned; may serve as chair or lead.

- Attends appropriate meetings and participates in relevant training, continuing education, and/or professional development.
- Performs other duties and projects as assigned.
- Serves as backup for other departments as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work a variety of daytime, evening, and Saturday hours as well as mandatory workdays.
- Flexibility to adapt to changing situations and environments.
- Ability to analyze processes in order to recommend new or revised procedures.
- Ability to remain calm and effective in difficult situations.
- Considerable ability to communicate effectively orally and in writing.
- Ability to complete detailed work accurately, efficiently, and on time with minimal supervision.
- Ability to manage and prioritize job duties and work independently.
- Ability to exercise reasonable and independent judgment and discretion.
- Ability to establish and maintain effective working relationships.
- Ability to deliver exceptional customer service.
- Ability to conduct a reference interview.
- Ability to empathize and relate to the needs of all patrons.
- Knowledge of the department principles, practices, and technology.
- Demonstrated ability to speak in front of a group.
- Considerable knowledge of best practices in specialized area.
- Ability to bend, stoop, stretch, kneel, lift, and carry up to 20 pounds.
- Knowledge of pop culture in specialized area.
- Ability to use social media to promote the Library and its services.
- Knowledge of PCs, Microsoft Office, and portable devices.
- Ability to travel locally.
- Ability to quickly learn new technology and software.

QUALIFICATIONS AND EXPERIENCE

- One year professional related experience.
- MLS/MLIS degree from an ALA-accredited school.

DISCLAIMER

- The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time.
- The scope of the job may change as necessitated by business demands.