



POSITION TITLE	LIBRARIAN – ADULT SERVICES
REPORTS TO	ADULT SERVICES MANAGER
HOURS OF WORK	Staff are required to work evening and weekend shifts, as assigned. Hourly; Nonexempt from overtime provisions of the FLSA.
PAY	Range 9, \$17.43 - \$25.27

MINIMUM QUALIFICATIONS:

1. Master of Library Science degree from an ALA accredited library school.
2. Comprehensive knowledge of adult services and reference service through library course work and/or library job experience.

KNOWLEDGE AND ABILITIES:

1. Demonstrated ability as a communicator (written, spoken, and listening) and positive interpersonal skills (friendly, courteous, and flexible disposition).
2. Dependable work habits (attitude, attendance, and initiative).
3. Ability to supervise others, act independently and show good judgment.
4. Flexible and adaptive understanding of professional and social technologies.

MAIN FUNCTION:

1. Assist in providing comprehensive library service to patrons both inside and outside the library.
2. Participate in the planning and presentation of adult programs.
3. Create a welcoming environment for library visitors of all ages, especially people who are visiting for the first time.
4. Support the library's strategic plan by embracing its mission, vision and organizational priorities.

STAFF SUPERVISION:

In the absence of the Adult Services Manager, oversee the work of associates and volunteers.

RESPONSIBILITIES:

1. Provide reference and reader's advisory service to all library users, especially adults and young adults.
2. Assist in materials selection; collection development; and maintenance of the adult, young adult, periodical, and audio-visual collections.
3. As part of the Reference team, schedule, plan, conduct and promote library activities and programs for teens and adults.
4. Participate in staff development, including training of other staff
5. Continue to develop knowledge of the profession through appropriate meetings, conferences and workshops.
6. Handle some item maintenance in the integrated library system.
7. Handle basic maintenance of equipment in the adult area.
8. Supervise patrons using the library.
9. Search for and place holds.
10. Maintain a pleasant, neat, and inviting environment in the adult area.
11. Schedule and set up displays in support of department programs and services.
12. Actively engages community agencies—non-profit organizations, units of government, schools, and businesses—and establishes and maintains relationships with these contacts.
13. Handle interlibrary loan as per established procedures.
14. Create handouts and bibliographies as needed.
15. Maintain all updates for reference services.
16. Handle genealogy or local history inquiries using established procedures.
17. Handle income tax form distribution.
18. Other related duties as assigned by the Director or immediate supervisor

EQUIPMENT AND EFFORT REQUIRED:

Ability and manual dexterity to operate personal computer and keyboard, printers, telephone, and other office equipment. Ability to physically lift or move material weighing between 25-50 pounds. Ability to reach and retrieve materials on upper shelves. Valid driver's license, vehicle insurance and motor vehicle required.

EVALUATIONS

Evaluations will be conducted as per established board policy.

EMPLOYEE ACKNOWLEDGEMENT

I have read this job description and discussed it with my manager/supervisor.

Employee

Date

Manager/Supervisor

Date

Approved 11/19/01
Revised 5/15/19, 2/19/2020