**ADULT SERVICES LIBRARIAN**

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| Reports To: Library Director | Department: Library |
| FLSA Classification: Non-exempt | Grade or Hourly Rate: Grade 11  Full time with benefits.  Schedule will include weekend and evening hours. |

**JOB SUMMARY: (What is done and why.)**

The Public Service Librarian will be responsible for planning, implementing, promoting and evaluating services based on ongoing assessments of community needs, resources and library trends.

**ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)**

1. Assists the Director with active outreach to community organizations, service groups and businesses.
2. Initiates and oversees library-wide public relations projects and surveys
3. Develops and maintains all segments of the adult library collection within a set budget
4. Plans and implements adult and inter-generational library programs and oversees part-time assistant in same
5. Uses online and paper resources to assist patrons with reader’s advisory and information services
6. Provides training for staff to enhance the public’s satisfaction with library services
7. Provides training for the public on the use of paper and online library resources
8. Manages effective, cost efficient and timely inter-library loan services
9. Promotes public awareness of library services and programs through development and dissemination of flyers, brochures, press releases and articles in all available media
10. Performs routine circulation and processing functions as needed
11. Recruits and oversees volunteers
12. Maintains performance records for Adult and Youth Services staff for the Library Director
13. Researches and prepares grants in consultation with the Director
14. Enforces library policies and procedures in an appropriate manner
15. Acts as Team Leader for projects as they arise
16. Periodically represents the Director at meetings
17. Periodically assumes full responsibility for the operation and security of the library
18. Performs other duties as assigned

**KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)**

1. Ability to deal tactfully, courteously, and effectively with the public and other employees
2. Strong communication skills, both verbal and written
3. Ability to work independently with a high degree of accuracy, efficiency and dependability
4. Good organizational skills
5. Expertise and proficiency with computers and related hardware, popular library software, internet and digital communications
6. Masters in Library or Information Science or Bachelor degree with two years of library experience or equivalent experience working with children, or a combination of education and experience
7. Considerable knowledge of professional library principles, practices and techniques

**WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)**

**Internal** – Work is normally performed in climate controlled office environment, where exposure to extreme conditions of heat/cold, poor ventilation, fumes and gases is limited. Noise level fluctuates and includes the sounds of high school students talking, emergency alarms, children and families, normal office equipment. No known environmental hazards are encountered. Work involves interaction with members of the general public who may be unruly or impolite, addressing behavioral issues of children through high school. Work occasionally involves exposure to safety concerns typically associated with dealing with or addressing members of the general public in a community setting.

**External –** Work includes frequent travel to community areas for outreach activities.

**PHYSICAL DEMANDS: (The physical effort generally associated with this position.)**

Work involves standing and walking for brief periods of time. There is potential for eye strain from reading detailed materials and computer screen. Exerts some physical effort in performing duties including standing, bending, kneeling, reaching carrying, pushing and lifting up to 40 lbs. Occasional shoveling of entryway. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.

**SUPERVISED BY:**

The Library Director supervises this position.