

ADULT SERVICES LIBRARIAN

The Adult Services Librarian works under the direct supervision of the Library Director and the general supervision of the Board of Library Trustees.

This is a full-time position with benefits. The position involves working a varied schedule, including evening and Saturday hours.

Requirements:

Applicants must have: A college degree, at least two years of customer service experience, and library experience. A combination of education and experience will be considered.

1. Must have knowledge of the principles and practices of public library work, including reference, information, and reader's advisory.
2. Must have knowledge of general and specialized research tools and techniques.
3. Must have knowledge of reader interest levels, books, authors and reading genres.
4. Must have current working knowledge of common office computing technology, library applications, and library automation systems, and be able to use online Internet searching methods and information resources.
5. Must have thorough knowledge of common social media platforms.
6. Must possess a strong and excellent customer service attitude with the public.
7. Must be able to communicate clearly, diplomatically, and in a friendly and positive manner with staff and library users from diverse ethnic, socioeconomic and cultural backgrounds, and listen to, and understand and interpret the concerns of others.
8. Must be able to establish and maintain effective working relationships with all library staff and work collaboratively in a team environment to find solutions to problems.
9. Must be flexible, able to handle multiple competing priorities and tasks, adaptable to change, and able to work effectively and meet deadline in a fast-paced and rapidly changing environment.
10. Must be able to work independently with limited supervision and to exercise initiative and good judgment in the performance of duties.
11. Must be able to accurately carry out complex procedures and pay close attention to detail.

Duties and Responsibilities:

1. Provide a full range of information services to the public, including reference and reader's advisory, in person, by phone and online, while providing the highest possible standard of customer service.
2. Teaches patrons how to use commonplace digital resources, services and devices.
3. Provides circulation services as needed, including registering library users and placing user holds.
4. Collaborates with the Library Director and Youth Services Librarian to develop and implement new and emerging technology, services, and projects for all ages
5. Assists with responsibilities related to technology functions and equipment.
6. Processes new materials and catalogs them into the library database.
7. Assists in marketing and promotion of library events and services, including in-library displays and digital, online displays.
8. Responsible for the statewide interlibrary loan service.
9. Assists with special projects and the development of statistical reports.
10. Keeps informed of library policies and procedures, new and emerging technologies, popular literature and library trends.
11. Attends professional meetings and workshops and participates in appropriate professional organizations and committees.
12. Performs related duties as assigned.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to:

- Sit or stand for extended periods of time, to bend, stoop and walk, and to talk and hear.
- Use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms.
- Lift and carry books and other library materials up to 25 pounds, push loaded book carts with up to 100 pounds, and operate a variety of office equipment such as computers, copiers, fax machine, audiovisual equipment and other related equipment.
- Vision requirements include close vision, distance vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee will encounter hectic or demanding situations, including behavioral issues and frequent interruptions, with maximum flexibility required.