



## **ADULT LIBRARIAN**

### **Purpose:**

Ensures that each patron receives individual and personal service designed to provide a pleasant and useful library experience. Guides patrons in using the library offering information and assistance. Provides reader's advisory services and technology help. Provides leadership in programming. Responsible for collection development for adult collections. Acts as a staff resource for collections, programs and services. Utilizes social media platforms to advertise library services and programs and engage participation.

### **Major Duties and Responsibilities:**

**PROGRAMMING** - Working independently or as part of a team, develops relevant programs by using project management and outcomes based planning and evaluation tools; delivers programs to audiences within the library, and recruits attendees in order to provide benefit to patrons, promote use of library resources and represent the library to the community.

**PATRON ASSISTANCE** – Receives referrals from other staff working with patrons, assists patrons in locating the information needed through the use of library resources and Internet sites; provides in-depth reference services and locates requested materials and information sources in order to satisfy patron requests for library materials and information; stays well informed as a reader's advisor; and assists patrons with circulation functions which include, but are not limited to, issuing and updating library cards, checking-out and renewing materials, placing holds, and addressing account problems.

**TECHNOLOGY INSTRUCTION** – Receives referrals from other staff working with patrons, applies digital technology skills to assist patrons in using library technology; identifies opportunities for formal training in the library and advises patrons on availability of classroom and individual technology instruction. Accommodates different learning styles, assesses the needs of the learner and collaborates with the learner to meet the learner's needs.

**COLLECTION DEVELOPMENT AND MAINTENANCE** – Maintains and creates web content, recommends additions to the collection, evaluates weeding reports and recommends removal of items, notifying the collection associate of the discarded item in order to keep collection appealing, current and useful.

**STAFF RESOURCE** – Acts as a resource for staff by providing in-depth reference assistance, reference consultation, mentoring and training of staff in providing reference and reader's advisory services in order to provide dynamic services to patrons.

**OTHER DUTIES** – Creates displays, bibliographies, and blogs, recommends budgets, requests equipment and supply purchases, prepares statistical reports, acts as Person In Charge (PIC), and assists Director with projects in order to ensure the smooth operation of the library.



**Minimum Requirements:**

**Education:**

Master of Library and Information Science

**Experience:**

Two or more years of experience working in a library (preferred)

Able to read, write, and speak Spanish fluently a plus

*Or any combination of education and experience which provides the success factors.*

**Overall Success Factors:**

Focuses on the customer

Initiative

Contributes to a positive work environment

Strategic thinking

Pursues personal development

Continuous improvement

Takes pride in the workplace

Emotionally intelligent

Tactful

Knowledge of public library operations

Creativity

**Job Success Factors:**

Knowledge of public library reference service

Knowledge of literature

Knowledge of print and online reference resources

Skill in reference interviewing

Skill in Reader's Advisory

Skill in using Innovative Interfaces, Inc's Sierra or other comparable automated library system

Skill in using and troubleshooting a wide variety of digital devices, stationary and mobile

Skill in instructing others how to use digital technology

Skill in customer service including dealing with difficult patrons and volatile situations

Skill in Windows, Microsoft Office Suite, and Publisher

Able to foster a nonjudgmental, supportive environment for a diverse population of users by using patience and effective communication to assure a positive learning experience

Able to operate various office equipment including copiers

Able to plan and conduct age appropriate programming

Able to mentor and train staff

**Physical Success Factors:**

Able to push a fully loaded book-cart weighing up to 200 lbs.

Able to lift 50 lbs.

**All duties and responsibilities may change as necessary in the future.**