

ADULT SERVICES **LIBRARIAN**



DEPARTMENT:	Public Library
REPORTS TO:	Library Coordinator
BARGAINING UNIT:	AFSCME Non-exempt
DATE APPROVED:	March 2013

SUMMARY:

This employee provides direct quality service to the public by assisting customers with their information and leisure reading needs. The employee manages a customer-focused public library collection. Selects, evaluates, and deselects materials based on the needs and expectations of the community, current trends and patterns of use. The employee educates the public in the use of the library's online systems and other equipment. Promotes the use of library materials and services. Work is performed with considerable independence.

ESSENTIAL FUNCTIONS OF THE JOB:

- Builds relationships through exceptional patron service. Acknowledges patrons, helps them at their point of need, partners with them to meet their goal and follows up.
- Anticipates trends that will impact libraries, literacy, publishing, and information technology. Recommends thoughtful change to help the library stay relevant and vital.
- Effectively assists patrons of all ages by providing professional library reference and readers' advisory services. Assists patrons in using reference tools, conducting in-depth research, locating materials and managing accounts. Instructs patrons in the use of resources across formats and platforms.
- Serves as a community liaison on the topic of literature and literacy.
- Partners with organizations in the community to advocate the role of the library in increasing the desire to read for recreational and educational purposes.
- Maintains a working knowledge of contemporary issues, trends, and technology in the library profession by reading literature, attending workshops, and conferences, and by networking with other libraries at the regional level.
- Provides annual budget input.
- Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library while performing duties in both the public and staff areas.
- Demonstrates a professional, positive, cooperative, team-oriented working relationship with staff, co-workers, and volunteers.

ADULT SERVICES LIBRARIAN

Page 2

- Performs related work as required
- Acts as the Library liaison to the Friends of the Library

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School Graduate or hold GED
- Graduation from an accredited college or university is required
- A Master's degree in library science from an accredited college or university is required
- Experience in working in a library is desired
- Experience with on-line data base systems is required

LANGUAGE SKILLS:

- Ability to communicate well with customers and fellow employees
- Ability to speak to groups

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions, and decimals.
- Ability to collect data and manipulate it for statistical reports

OTHER SKILLS AND ABILITIES:

- Knowledge of the principles and practices of library operation
- Ability to maintain a positive professional image in representing the Library
- Ability to learn and become proficient in skills, functions and technologies required to perform job duties, working effectively independently or cooperatively as part of a team, maintaining effective working relationships to complete assigned tasks and accomplish job responsibilities.
- Ability to establish and maintain effective working relationships with co-workers and customers
- Ability to plan and lead book discussion groups
- Ability to troubleshoot and resolve automation, computer and technological issues
- Extensive knowledge of automated search methods and the ability to work

ADULT SERVICES LIBRARIAN

Page 3

proficiently and accurately with the various information access methods utilized in a contemporary public library

MINIMUM QUALIFICATIONS:

- High School Diploma or hold GED
- Graduation from an accredited college or university is required
- A Master's degree in library science from an accredited college or university is required
- Knowledge/Experience in library operations
- Experience with collection development in a contemporary public library
- Experience with on-line data base system is required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently sits; and occasionally stands; walks; talks or hears; uses hands to finger, handle or feel; climbs or balances; stoops, kneels, crouches or crawls; reaches with hands and arms and tastes or smells.

The employee frequently is required to lift up to 10 pounds and occasionally lifts up to 50 pounds.

Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate noise.