

## **ADULT SERVICES LIBRARIAN**

### Position summary:

The Adult Services Librarian is responsible for developing, implementing, and publicizing the library's program of services to adults, including collection development, reference, local history, technology assistance, readers' advisory, programming and funding; all other related work that is logical to the position. Position reports to the Library Director.

### Duties and responsibilities:

- Provides professional library reference services by assisting patrons with information retrieval, location of materials, and provides instruction for the use of computers, databases, online services, and emerging technologies. Responsible for meeting patrons' informational needs in person, by telephone, email, or mail.
- Develops and maintains collections of audiobooks, online databases and services, and a growing Library of Things, using professional selection tools, reviews, and the information needs of the community. Responsible for budgeting and selection and regular updates and weeding with catalogers' assistance.
- Maintains town historical information, including genealogical materials.
- With the Information Services Assistant, plans, executes and evaluates adult programming and outreach, including programs for entertainment and/or education, book discussion groups, craft programs, etc.
- Provides direct and passive Readers' Advisory services to patrons.
- Assists with the library's technology training and maintenance.
- Assists with the library's online presence, including the library's website and social media accounts.
- Responsible for requesting and processing Interlibrary Loan materials.
- Maintains and reports relevant statistics as required.
- Participates in the formulation of general library planning, policy, and procedures.
- Participates in library public relations, advising the community of library programs and services.
- Performs daily activities and operations of the library, including but not limited to, assisting at the circulation desk, assisting patrons with use of public computers and printers, shelving, and organizing displays.
- May generally supervise a varying number of employees, temporary employees, volunteers and/or interns.
- Keeps informed of developments in the library field, attends meetings, webinars, and participates in continuing education.
- Engages at varying levels with patrons, co-workers, town employees, Board of Library Trustees, Friends of the Library, and community organizations.
- Other duties as assigned by the Library Director.

**Qualifications and Requirements:**

- Master's Degree in Library Science from an ALA accredited program or equivalent combination of skills and experience required, with at least three years' experience in a public library (supervisory experience preferred)
- good communication skills, both oral and written
- highly motivated and able to work independently, prioritize, and adapt to a variety of tasks quickly
- commitment to ongoing professional development
- broad technology experience, including experience with library automation systems, Microsoft Excel, reference databases, PC maintenance and technology planning
- personal responsibility and a patient and friendly temperament
- ability to work effectively with the Director, Board of Trustees, staff, volunteers, Friends and the public
- knowledge of library skills and operations
- strong public service orientation and skills
- strong organizational skills
- knowledge of reference sources;
- physically able to bend, stretch and lift materials from floor to overhead shelves;
- supervisory skills requiring adherence to professional standards
- dependable, flexible, and a team player

**Public Service Desk Responsibilities:**

- charges and discharges library materials including reserves and renewals
- answers telephones
- assists patrons in the use and location of library materials
- issues borrowers' cards
- reserves museum passes, computer times, and study rooms
- explains and upholds library policies and procedure
- maintains confidentiality of patron records and other sensitive information
- assists patrons in the use of library resources and technology (online catalog, printers, copiers, computers and other devices)
- provides basic readers' advisory and ready reference services
- upholds the American Library Association "Library Bill of Rights" and the "Freedom to Read Statement"
- may assist with re-shelving of materials
- assists with opening and closing procedures
- physical ability to lift, retrieve, sort, push carts, and shelve materials at high and low levels
- manual dexterity needed for keyboarding and other repetitive tasks
- vision must be good or corrected to sufficiently perform job duties

*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 duties and responsibilities.*

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