



Adult Services Assistant (Para-Professional Librarian)

Job Summary:

Position assists Adult Services Librarian with supervision of circulation staff and assists Director along with other department heads with management of the library. The position will be focused mostly on outreach and marketing, but will also assist with supervision of staff, collection development, reference services, and programming. Reports directly to the Adult Services Librarian.

Minimum Qualifications:

Position requires a Bachelor's degree and at least 2 years of library experience. Preference for a Master's degree in Library Science from an ALA accredited school.

Required Competencies:

- Ability to communicate effectively with staff and patrons, and interact with public in a consistent, friendly and courteous manner.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn and follow the general rules, regulations and procedures of the library system.
- Ability to work with limited supervision, pay attention to detail, and exercise sound independent judgment.
- Ability to handle money and make change.
- Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs), and push/pull loaded book carts when shelving materials.
- **Experience in marketing and outreach.**
- Knowledge and experience of collection development in adult books (fiction and non-fiction).
- Ability to develop and manage services that promote and support the organization's mission and strategic direction.
- Knowledge of reference resources (electronic and text), standard technologies, and office software.
- Ability to work flexible scheduling including weekend and evening rotation.

Essential Duties: (Assists Adult Services Librarian with following duties)

- Be a collaborative team leader with director and other department heads, working towards ensuring the proper maintenance and organization of the library, its staff and its collections, and in helping the library provide a welcoming, comfortable, and safe place for the community. Focus on Adult Services.
- Perform general circulation activities like checking library materials in and out, renewing items, placing holds, registering patrons, shelving materials, processing overdues, and general support for front desk with any issues regarding policies or services.
- Build and maintain the adult book collection, periodicals, microfilm and online resources for the library system through the purchase of new materials and the weeding, replacement or updating of the current collection within set budgets. Market materials effectively using displays, social media and other tools.
- Assist with training and supervision of the circulation staff.
- Interpret and supervise the answering of reference inquiries via in person, written or telephone. Identifies existing community resources and provides referral to patrons.
- Advises, assists, and trains library staff and patrons in the use of all library resources (collection, online resources, electronic collection, copiers, pcs, and fax machine).
- Plan, coordinate, implement and publicize programs to meet the needs of the community.
- Seeks input from library customers and potential users of services about their library needs/interests. Also, is a liaison and/or library representative to the community through local groups, schools, etc.
- Collects and reports statistics for reference, notary, public computer usage, wi-fi access, and database usage.
- Position is also required to perform all other duties as assigned.