



Adult Services Librarian **(Professional Librarian)**

Job Summary:

The position supervises circulation staff and assists Administration (Director and Assistant Director) along with other department heads with management of the library. The position is responsible for assisting patrons in securing information and in using the resources of the library to meet their specific needs through the collection and programming. Supervises collection development for adult books, reference, online resources and periodicals. Reports directly to Administration.

Minimum Qualifications:

Position requires a Master's degree in Library Science from an ALA accredited school, at least 3 years of management experience, knowledge of general reference, and collection development experience.

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 the management of staff.
- 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 rotation and evening rotation.

Essential Duties:

- Be a collaborative team leader with Administration 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.
- Hires, trains, supervises, and monitors the performance of the circulation staff. Works with Assistant Director to prepare work schedules to ensure coverage at all times and assigns duties for staff in circulation. Terminates employees when necessary.
- 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.
- 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).
- Seeks input from library customers and potential users of services about their library needs/interests.
- 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.