

ADULT SERVICES LIBRARIAN

NATURE OF WORK

This is responsible professional librarian work involving the full range of librarian duties and functions. Work involves responsibility for providing library services to patrons and administering programs aimed at adults. Duties include reference work, materials review, adult programs, maintenance of various files and collections and promoting library use. This position is also invested with making routine professional-level library decisions and may involve directing the work of other personnel. Work is performed under the general supervision of the Library Director and requires considerable independent judgment and initiative. Work is reviewed for compliance with established policies of the library and its patrons.

ESSENTIAL JOB FUNCTIONS

1. Provides reference and readers' advisor services, instructs patrons in the use of library resources, including reference materials, catalogs, computers, digital resources and the interlibrary loan system.
2. Reviews specified materials for selection and acquisition; makes recommendations for selection of a wide range of book, periodical, and audio-visual materials.
3. Develops and implements adult programs to meet information and training needs and increase awareness of library resources and services.
4. Evaluates programs and services and recommends changes or additions.
5. Communicates effectively using various media.
6. Prepares and distributes public relations and informational materials relative to the activities of the library in coordination with the Director and Youth Services Librarian. Writes articles for the City annual report, local newspaper and City newsletter.
7. Curates assigned collections (e.g. books on compact disc, music on compact disc, DVDs, and vertical file).
8. Supervises library staff as assigned.
9. Assumes responsibilities of the Library Director in the latter's absence, as assigned.
10. Orders all supplies and maintains inventory of same.
11. Serves as liaison to Friends of the Library.
12. Applies for grants and requests for community service organization financial assistance for adult programs.
13. Assists Library Director in preparation of budget for adult programs; monitors expenditures.
14. Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Master's degree in Library Science from an accredited college or university and three years of responsible professional library experience, or Bachelor's degree in Library Science from an accredited college or university and five years of responsible professional library experience.

One year experience in a public library setting.

One year experience with on-line circulation systems or one year training and/or experience in the operation of computers.

DESIRED QUALIFICATIONS

One year supervisory experience.

Two or more years experience in a public library setting.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of library science.

Knowledge of the materials and equipment involved in the maintenance and provision of well-rounded public library service, including computerized systems, print resources, online databases, and electronic resources.

Strong organizational, multi-tasking, and time-management skills.

Ability to correctly and efficiently identify a patron's informational needs.

Ability to develop search strategies and to locate resources for patrons.

Ability to explain library policies, procedures and options to patrons.

Ability to supervise while establishing and maintaining effective working relationships with co-workers, library patrons, and the general public, and to deal with public-related problems courteously and tactfully.

Ability to adapt to change.

Ability to communicate effectively, both orally and in writing.

Ability to operate a computer, and acquire a comprehensive knowledge of the library automation system.

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PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	O	1,8,11,14	Work Alone w/out other employees	O	2,3,4,5,6,7,10,12,14
Moving About	F	1,2,3,4,5,6,7,8,9,11,13,14	Work With Others (the public or other employees)	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Sitting	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Work Around Other Employees	F	1,2,3,4,5,6,7,8,10,11,12,13,14
Physical Strengths and Demands			Public Contact	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Lifting-Push & Pull While Stationary			Shift Work		
Sedentary-up to 10 lbs.	F	1,2,3,4,5	Extended Day	V	3,5,6,9,11,14
Light Work-11 to 20 lbs	O	1,3	Inside	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Medium Work-21 to 50 lbs			Outside		
Heavy Work-51 to 100 lbs			Confined Area		
Very Heavy-over 100 lbs			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
Sedentary-up to 10 lbs	F	1,2,3,4,5,6,10,14	Wet and/or Humid		
Light Work-11 to 20 lbs	O	1,14	Noise		
Medium Work-21 to 50 lbs	V	1,14	Vibration		
Heavy Work-51 to 100 lbs			Mechanical Equipment		
Very Heavy-over 100 lbs			Electrical Equipment		
Climbing			Pressurized Equipment		
Balancing	O	1,3,4,5,6,7,9	Burning Material/Equipment		
Stooping	F	1,2,3,4,5,6,7,10,14	Explosive Material/Equipment		
Kneeling	V	1,2,3	Radiant Energy		
Crouching	O	1,2,3	Moving Objects		
Crawling			High Places		
Reaching	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Fumes/Odors		
Twisting-Sitting	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Dirt/Dust		
Twisting-Standing	F	1,2,3,6,7,8	Gases		
Handling	F	1,2,3,5,6,7,10,14	Poor Ventilation		
Fingering	F	1,2,3,4,6,7,10	Other (Specify)		
Feeling	F	1,3	Other (Specify)		
Talking	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14			
Hearing	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14			
Seeing - Near Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14			
Seeing - Far Vision	F	1,2,3,7			
Seeing - Depth Perception	O	1,2,3,4,5,6,7,9,10			
Seeing - Color Vision	F	1,2,3,5,6,7,5,10	Codes:		
Seeing - Field of Vision	F	1,5,8,9	Blank - Not Present		
Smelling			V = Very Infrequent 1 to 2 times a week		
Walking	F	1,3,7,8,9	O = Occasional - Up to 1/3 of time a week		
Reading	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14	F = Frequent - 1/3 to 2/3 of time		
Driving	V	11,12	C = Constant - More than 2/3 of time		
Other (specify)					