

Chatham Area Public Library District

JOB DESCRIPTION

Title: Adult Services Librarian

Title of Supervisor: Adult Services Supervisor

POSITION SUMMARY

Under the direction of the Adult Services Supervisor, this position facilitates superior library service to patrons by providing reference and readers' advisory services, participating in collection management, and planning and presenting programs and outreach.

POSITION DUTIES AND RESPONSIBILITIES

Primary Duties:

- Proactively provides a high level of customer service and assists customers through various aspects of utilizing the library, including reference and reader's advisory services in person, over the phone, by email and chat.
- Assists and instructs patrons and staff, individually or in a classroom setting, in the use of the library technology and services.
- Selects and evaluates materials for assigned areas of the adult collection in various formats within budget.
- Oversees interlibrary loan services and procedures according to inter-library, consortium, statewide, and national protocols.
- In collaboration with the other Adult Service staff, plans, implements, and evaluates creative, community-centered adult programming that is responsive to service area demographics and community demand.
- Collaborates with all library departments to enhance library services and implement library-wide projects and intergenerational programs.
- Communicates, cooperates and provides outreach services effectively with local community organizations which primarily serve adults.
- Participates in routine department and all-staff meetings for the coordination of library programs, collections, and services.
- Serves on library committees and committees of library and community-related organizations whose efforts align with the library's mission.
- Serves as a notary public and test proctor.
- Advises Adult Services Supervisor regarding long-term needs, improvements, and innovations in services and materials for adults.
- Works well independently and as part of a team.

Secondary Duties:

- Is attentive to the general appearance of the public areas, filling displays, straightening tables, tidying bookshelves and generally maintaining an attractive and welcoming environment.
- Serves as the "Person in Charge" who assumes full responsibility for the operation and

security of the library as needed, in the absence of the Director and Department Supervisors.

- Actively engage in self-directed professional development, including technology, programming and library trends and issues, and participates in regional or state associations.
- Gives tours and instruction in the use of library resources to individuals and groups.
- Assists other departments as necessary.
- May perform other duties as assigned within the scope of the position.

POSITION QUALIFICATIONS

Qualifications:

- A Master of Library Science degree from an ALA-accredited university (or equivalent); at least 1-year experience working in a public library after the degree is preferred
- Exceptional customer service and writing skills
- Experience working in a public library

Knowledge, Skills and Abilities:

- Ability to demonstrate practical commitment to equity and inclusivity in materials, services and programming
- Maintains a current working knowledge of books, authors, and trends in library services and programs
- Knowledge and comprehension of accepted library services, standards, and practices
- Ability to conduct an effective reference interview with persons requesting information
- Knowledge of the Library's collection, especially reference sources
- Ability to use standard office software such as Microsoft Office Word, Excel, PowerPoint, etc. and research databases
- Maintains proficiency and willingness to explore solutions with library technology and equipment, including troubleshooting problems of library software and equipment
- Ability to receive direction and to work effectively and efficiently with minimal supervision
- Ability to adjust to workflow, be flexible to react to immediate needs/issues
- Excellent written and oral communication skills and instructing others while maintaining a strong customer-service focus
- Ability to work as a team member striving for excellence in public service

Physical Requirements:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, balancing, reaching, pushing, grasping, hearing and talking
- Requires the ability to exert up to 25 pounds of force occasionally to lift, carry, push, pull or otherwise move objects

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.