



# LICKING COUNTY LIBRARY

## Job Description Adult Services Librarian

**Department:** Downtown Newark: Adult Services  
**Reports To:** Adult Services Supervisor  
**Job Classification:** Full-Time, Professional Staff Member; 37.5 hours/week; Non-Exempt; Rate of Pay: \$20.75/hour; Fringe Benefit Eligible; OPERS Retirement

**Job Summary:** An Adult Services Librarian provides pro-active customer service, staffs the service desk, assists in collection development and in the planning and implementation of programs and services for adults at the Downtown Newark location. The Adult Services Librarian also demonstrates working knowledge of the principles and practices of public librarianship.

**Mission:** *To serve our community of lifelong learners.* The Adult Services Librarian supports that mission by ensuring that they are providing the best possible customer service at all times at the Downtown Newark location.

**Personal & Professional Attributes:** All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

**Core Technology Competencies:** All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

**General Requirements:** Along with the commitment and desire to provide excellent service to library customers, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external customers. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

### Minimum Education, Experience, and Licensing Requirements:

- Master's degree from an American Library Association accredited library school required.
- Valid driver's license and access to a vehicle to provide own transportation when participating in off-site library business.
- Library certification from the Ohio Library Council, preferred.
- Must successfully pass a background check.

## Minimum Knowledge, Skills, Abilities, and Other Characteristics

- Show enthusiasm and commitment to excellent customer service, genuine public service orientation and ability to work with all age groups and diverse populations of customers.
- Embrace innovation and experimentation with emerging technologies and related tools.
- Maintain an awareness of developments in the field of public library service with emphasis on adult services.
- Demonstrate working knowledge of the principles and practices of public librarianship.
- Excellent verbal, written, and telephone skills.
- Keyboarding, filing, basic math, and alphabetizing skills.
- Ability to follow verbal and written instructions.
- Ability to maintain confidentiality of information handled.
- Ability to establish and maintain effective relationships with customers, staff, and the general public.
- Ability to organize and prioritize workload.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to recognize and respond to potential dangers to customers and staff.
- Knowledge of and ability to communicate library policies, procedures, and techniques to the public.
- Monitor current literature for patterns, themes and titles of potential interest to customers.
- Knowledge of current reference materials, resources, services, and programs for adults.
- Ability to use Microsoft Office Suite and other software.
- Flexibility in scheduling in regards to lunch breaks and length of work day.
- Ability to perform the physical activities associated with this job.

## Essential Duties:

- Staffs Customer Service Desk(s) at the Downtown Newark location.
- Provides exemplary customer service by answering directional and reference questions, providing reader's advisory services, locating materials, processing hold requests, and monitoring behavior of library customers and ensuring the Library environment is pleasant, inviting, neat, orderly, and safe.
- Performs all duties associated with Adult Services (collection development, programming, creating displays and promotions, weeding, shelving, sort materials, and post material changes in computer database when needed etc.)
- Possesses knowledge of available resources related to technology including equipment, devices, social media, library website, and other digital content and audiovisual material that are offered by the Library.
- Prepares signage and departmental marketing materials according to Library guidelines and standards.
- Performs clerical duties common to a library environment such as issuing library cards, collecting of fines, answering telephone, renewing materials, scheduling meeting rooms, shelving, etc.
- Initiates Inter-library loan requests by verifying materials not in library consortium and placing request.
- Instructs and assists customers in how to use Public Access Catalog terminal and other Library equipment.
- Coordinates with educational institutions and students to arrange and conduct proctoring of exams for the public.
- Coordinates, educates, and conducts classes and presentations for customers and staff on and off-site, in the local community, on library services (databases, grants, local history) and resources (i.e. speaker's bureau, community groups, internal staff training, etc).
- Builds knowledge of local collections and consults appropriate paper and online bibliographic resources to provide reader's advisory.
- Enforces Library policy and procedures while providing direction and problem solving.
- Addresses customer complaints and concerns as appropriate.
- Prepares for opening and closing by turning on/off lights and equipment.
- Shelves and sorts materials, and posts material changes in computer database as needed.
- Compiles information and statistics and prepares and submits reports to Adult Services Supervisor.
- All other duties as need or as assigned.

**Additional Duties:**

- May perform the duties of a subject area specialist (Local History Specialist, Grant Writing specialist, Government Documents specialist, Etc.)
- Participates in Grant Writing as appropriate.
- May fill photocopier and other equipment with paper and toner, clear paper jams, and notify service company for more involved problems.
- May attend library continuing education activities and/or represent Library at conferences and area events.
- May represent library at community outreach events such as parades, festivals, etc.

**PHYSICAL DEMANDS WORKSHEET**

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
<b>Lifting</b>	Yes	Throwing	No	<b>Hearing</b>	
Maximum Weight	40lb	Sitting	Yes	Conversation	Yes
<b>Pushing</b>	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	<b>Vision</b>	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
<b>Reaching</b>		Kneeling	Yes	<b>Perception</b>	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
<b>Hazards</b>				Staff Room	Yes
Machines	Yes	<b>Operate</b>		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

**Understanding & Agreement:** The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

**Revised:** July 17, 2015

**Board Approved:** September 7, 2012

**Revised:** February 23, 2018

I understand and will effectively perform the duties & requirements specified in this job description.

---

Employee

---

Date