

# LOUDONVILLE PUBLIC LIBRARY

## POSITION DESCRIPTION

### ADULT SERVICES LIBRARIAN



#### JOB SUMMARY:

**IMMEDIATE SUPERVISOR:** Director

**POSITIONS SUPERVISED:** None

Under the general supervision of the Director, the Adult Services Librarian is responsible for providing library services to patrons, including reference assistance, basic computer assistance, reader's advisory, planning and presenting programming, community outreach activities, collection development, and ILL services. The Adult Services Librarian works with the staff and patrons to monitor and evaluate services to adults, promote adult services programs to the public and assist in the daily operation of the library.

#### QUALIFICATIONS:

- Master's Degree in Library Science (MLS/MLIS) from an ALA-accredited university/program, with one to two years library experience preferred. Or a combination of education and experience in related fields to provide the necessary expertise.
- Genuine enjoyment interacting with and providing customer service to patrons of all ages
- Library experience preferred, including experience with Programming, and Collection Development

#### KNOWLEDGE OF:

- Library policies, procedures, and techniques (may be acquired after hire)
- Dewey Decimal Classification System
- Working knowledge of library technology including integrated library systems, computers, tablets, mobile devices, email, the Internet, software programs (i.e., Windows/current Microsoft Office Programs) and other job-related equipment and systems
- Working knowledge of office equipment (printers/copiers, fax machines, microfilm readers, projectors)
- Comfortable with social networking tools and current technological trends

#### IMPORTANT SKILLS, ABILITIES, AND CHARACTERISTICS:

- Desire and ability to provide excellent internal and external customer service with friendliness, tact, and diplomacy
- Excellent written and oral communication skills with the ability to communicate clearly and concisely
- Ability to work well under pressure, paying close attention to detail
- Ability to set own priorities for work completion and meet deadlines
- Ability to establish and maintain professional, effective working relationships with staff members, community leaders and the public and be a team player
- Ability to properly interpret and make decisions in accordance with library policy and procedures
- Ability to work a flexible schedule including nights and weekends

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: The duties listed below are inclusive, but not limited to, the tasks performed by this classification.

#### ADULT SERVICES LIBRARIAN DUTIES:

- Creates, plans, coordinates, and implements a variety of adult programming and services for adults that meet educational, recreational, and informational needs
- Promotes library programming, materials, and services through social media tools

- Selects and maintains the adult library collections (including print and online) under the direction of the Collection Development Policy and the Director
- Provides reader's advisory to patrons, utilizing appropriate sources of information, including knowledge of the collection, the publishing industry, and electronic resources
- Maintains an awareness of current developments in library services to adults by reading professional literature, communicating with peers, and attending training sessions
- Manages budgets for adult programming and adult collection development
- Coordinates programming with Youth Services department
- Compiles and maintains monthly statistics for adult programming and services
- Assists and answers questions for patrons in locating and using library materials, resources, digital devices, and other equipment
- Answers reference questions in person, by phone, or e-mail. Conducts research when needed using print and on-line reference tools
- Represents the library as the Friends of the Loudonville Public Library Liaison
- Coordinates all ILL (Inter Library Loan) requests
- Handles library material donations intake and processing
- Assists patrons with the location and use of library materials.
- Assists and instructs the public in the general use of computers, personal electronic devices, and library equipment
- Creates and maintains library displays to promote library materials and services
- Prepares budget requests and writes reports for Adult Services
- Uses integrated library system efficiently for transactions in the checking in and charging out of library materials, processing patron records, and determining materials status
- Retains awareness of patron activities in the library, handling problems and complaints as they occur
- Participates in library-wide planning and decision making as a member of the library leadership team to improve the quality of library services

#### **ADDITIONAL DUTIES:**

- Attends staff meetings and participates in professional library organizations
- Participates in the opening and closing procedures of the library
- May assume responsibility for library in absence of the Library Director or PSL (Public Services Lead) or YSL (Youth Services Lead)
- Adheres to, supports, and effectively implements administration and library board policy
- Understands and upholds the principles of Intellectual Freedom
- Performs duties associated with Public Services including performing circulation duties, processing incoming and outgoing library materials through "cargo," and shelf reading as needed
- Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training sessions
- Performs additional duties and assignments as requested by the Director

**ADDITIONAL QUALIFICATIONS:** Must be able to lift or move 50 pounds. A valid Ohio Driver's license is required, and a clean driving record must be maintained. A criminal background check is required.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

**Overtime:** Non-Exempt

**Board approved:** 7/27/2023