

CITY OF BERLIN
POSITION DESCRIPTION
FOR
ADULT SERVICES LIBRARIAN

DEPARTMENT:	Cultural, Recreation and Education – Berlin Public Library
DIVISION:	Library
SUPERVISOR:	Library Director
SHIFT/HOURS:	Varies/40 Hours
CATEGORY:	Regular Full-Time
SALARY SCALE:	Grade 5

JOB SUMMARY

The Adult Services Librarian plans, organizes, and conducts library services and programs for areas of responsibility including: circulation, interlibrary loan, technical services and reference.

ESSENTIAL JOB FUNCTIONS

- 1) Plans, organizes, and conducts innovative adult library services and programs.
- 2) Develops subject areas in the library materials collection, selects materials for purchase, catalogs, and maintains the collection.
- 3) Serves at circulation and reference desk averaging not more than half of scheduled weekly hours.
- 4) Provides readers' advisory, reference, and other patron assistance services.
- 5) Coordinates staff and public related technology updates in conjunction with Winnefox IT personnel as needed and assists with technology in the library.
- 6) Conducts library tours, confers with community groups, and performs other outreach activities for library patrons and the community as a representative of the library.
- 7) Creates and maintains relevant library material displays, readers' advisory handouts, and other library related handouts.
- 8) Promotes library services through several types of marketing and publicity.
- 9) Performs administrative duties as assigned in absence of Library Director.
- 10) Advises the Library Director regarding policies and procedures in areas of responsibility.
- 11) Assists patrons with mechanical operations of library equipment.

- 12) Supervises and trains support staff as needed.
- 13) Appropriately addresses behavior that is in violation of library policies or the law.
- 14) Adheres to policies and procedures established by the City of Berlin and Library Board.
- 15) Contributes statistics and information for library reports.
- 16) Performs other work as assigned by the Library Director.

SKILLS & QUALIFICATIONS

- (1) BA or BS in Library Science or related field is required. MLS from an ALA-accredited institution or working towards MLS is highly preferred.
- (2) Three to five years of experience in library services is required. Preference is also given to previous customer and/or public service experience.
- (3) Progressive knowledge and understanding of literature in subject areas and library principles, procedures, technology, goals and philosophy of service.
- (4) Ability to work independently as well as a team player to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisor.
- (5) Ability to appropriately select, catalog, and classify departmental library materials.
- (6) Ability to direct and supervise the work of others.
- (7) Communicative skills: Effectively communicate ideas and information in both written and verbal form to library staff, library patrons, and community members.
- (8) Library Reference Skills: Ability to efficiently respond to questions and requests from patrons with accurate and accredited information.
- (9) Technical Skills: Ability to use a variety of office and library equipment, aid library patrons as needed with public library equipment, manage computer technology, apply technical knowledge, interpret technical regulations and instructions, gather statistics, analyze information, and write reports.
- (10) Problem-solving skills: Ability to deal with abstract and concrete variables, identify problems and opportunities, utilize information and resources for decision-making purposes, effectively evaluate or make independent decisions based upon experience, knowledge or training, and refer problems to the Library Director when necessary.

- (11) Planning, time management, and organizational skills: Ability to organize and prioritize work, carry out library programs, respond to varied/changing work demands, and develop long-term goals.
- (12) Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- (13) Flexible work hours with regular evening and weekend hours.
- (14) Demonstration of good character as determined through a background investigation.

PHYSICAL DEMANDS

- (1) Ability to work in confined spaces.
- (2) Bending/twisting and reaching.
- (3) Far vision at 20 feet or further; near vision at 20 inches or less.
- (4) Fingering: keyboarding, writing, filing, sorting, shelving and processing.
- (5) Handling: processing, picking up and shelving books.
- (6) Lifting and carrying: 50 pounds or less.
- (7) Mobility: travel to meetings outside the library.
- (8) Pushing and pulling: objects weighting 60-80 pounds on wheels.
- (9) Sitting, standing, walking, climbing and stooping.
- (10) Talking and hearing; use of the telephone.