

Position Title: Adult Services Librarian

Location: Jefferson, WI

Pay Range: \$18.22 - \$24.92

Hours: 32 hours per week, some evenings and rotating Saturdays

Application Deadline: Thursday, March 31 at 5:00 p.m.

Jefferson Public Library is seeking a dynamic and enthusiastic individual to join our team as our new Adult Services Librarian. If you are a self-motivated, flexible, and forward-thinking professional with a strong public service commitment to provide great customer service, we welcome your application! This nearly full-time position (approx. 32 hours/week) will be responsible for the planning and coordinating all adult services, programming, and outreach to the Jefferson community under the direct supervision of the Director.

See job description for complete details.

Job snapshot:

Under the direct supervision of the Library Director, the Adult Services Librarian is responsible for managing, planning, and coordinating library services for adults 18 and over, including: (A) developing, promoting, and presenting programs, events, classes, and tours for adults; (B) providing outreach services to community organizations; (C) coordinating and creating library marketing and communications and (D) serving and assisting patrons while working at the circulation desk.

Essential skills include an advanced ability to communicate well with others verbally and in writing, outstanding time management skills, a passion for customer service, ability to work collaboratively with staff and community partners, and exhibit a commitment to the library's mission.

Library snapshot: Jefferson Public Library is located in the heart of downtown Jefferson. The library is a member of the Bridges Library System serving both Waukesha and Jefferson Counties. The library has 3 full time librarians, 5 part time librarians and 8 part time supportive staff working as a team to provide innovative services to the growing community. We have that small town feel with big city access as we are located between Milwaukee and Madison.

Educational requirements: Graduation from a college or university with a Bachelor's Degree required. MLS or MLIS from an ALA-accredited institution is desirable. The equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job may be considered. Applicants with Spanish language proficiency are preferred.

Preferred experience: Public library circulation responsibilities, customer service, and/or creating promotional/marketing content.

Please apply by mailing or emailing cover letter, resume, and three references to:

Melissa Anderson, Director
Jefferson Public Library
321 S. Main Street
Jefferson, WI 53549
manderson@jeffersonwilibrary.org

<https://www.jeffersonwilibrary.org/employment/>