

CITY OF JEFFERSON
POSITION DESCRIPTION

ADULT SERVICES LIBRARIAN

REPORTS TO:

Library Director

JOB SUMMARY:

Responsible for planning, coordinating, and implementing adult services, programming, and outreach to provide the most effective library services to our community. The work is performed under the direction of the Library Director.

RESPONSIBILITIES OF POSITION:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serve at circulation desk averaging not more than half of scheduled weekly hours.
- Provide customer service to patrons, answer inquiries, resolve patron problems, help patrons to request materials.
- Provide reference and reader's advisory services to patrons.
- Process new patron registrations.
- Assist in shelving and maintaining the general collection.
- Provide instruction on use of equipment and print and online resources both within the library and at community events and outreach facilities.
- Assist and provide instruction in the use of library equipment, including internet, computers, photocopier, scanner, microfilm and printer.
- Assist and provide instruction in the use of the online catalog, reference sources, websites, databases, computer programs, e-readers, and technology use.
- Answer phones and directs calls; takes and relays messages.
- Perform cash handling/daily reconciliation procedures.
- Appropriately address behavior that is in violation of library policies or the law.
- Attend meetings, training sessions, and conferences related to adult services, reference, classification, and general library operations.
- Advise the Library Director regarding policies and procedures in areas of responsibility.
- Train and mentor staff as needed. Assist with hiring and employment decisions at request of library director.
- Plan, organize, and conduct innovative adult library services and programs.
- Visit local groups, organizations, and events to promote library services, materials, and programs.

City of Jefferson – Jefferson Public Library: Adult Services Librarian

- Supervise, organize, and provide outreach and home delivery for adults.
- Act as liaison to the Friends of Jefferson Public Library and other community groups.
- Contribute statistics and information for library reports.
- Administer library website, social media accounts, and monthly library newsletter.
- Collaborate with other staff to create social media marketing strategies and projects.
- Coordinate library marketing by promoting library services and adult programming through several types of marketing and publicity.
- Monitor effectiveness of marketing strategies and recommend new strategies.
- Prepare, update, and provide media correspondence.

KNOWLEDGE AND ABILITIES

- Progressive knowledge and understanding of literature in subject areas and library principles, procedures, technology, goals and philosophy of service.
- 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.
- Ability to appropriately select and classify departmental library materials.
- Communicative skills: Effectively communicate ideas and information in both written and verbal form to library staff, library patrons, and community members.
- Library Reference Skills: Ability to efficiently respond to questions and requests from patrons with accurate and accredited information.
- 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.
- 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.
- 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.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Flexible work hours with regular evening and weekend hours.

QUALIFICATIONS:

Education and Experience

- Bachelor's degree required and Masters of Library Science from an ALA-accredited institution or working towards MLS is highly preferred.

- Experience in library services is preferred. Preference is also given to previous customer and/or public service experience.
- 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 or ASL proficiency are preferred.

Physical Demands of Position

- Sitting, standing, walking, climbing and stooping.
- Bending/twisting and reaching.
- Talking and hearing; use of telephone.
- Far vision at 20 feet or further; near vision at 20 inches or less.
- Lifting and carrying: 50 pounds or less.
- Handling: processing, picking up and shelving books.
- Fingering: typing, writing, filing, sorting, shelving and processing.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Mobility: travel to meetings outside library.

Environmental/Working Conditions:

- Mostly indoor work environment.
- Ability to work within a confidential environment.
- Flexible work hours requiring daytime, evening and weekend hours.

Salary & Benefits

32 hours per week, 80%. Pay range is \$18.22 - \$24.92 per hour depending on education and qualifications. The City of Jefferson offers an excellent pro-rated (80%) benefit package with eleven paid holidays, vacation, health, vision, dental insurance, and a retirement plan.

The City of Jefferson, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE:

Employee signature below constitutes employee's understanding of the position's essential duties, qualifications/requirements, necessary knowledge, skills, and abilities.

Employee's Signature

Date

Supervisor's Signature

Date