

DeKalb Public Library

JOB DESCRIPTION

JOB TITLE:	Adult Services Librarian
STATUS:	Non-exempt, Part Time
SHIFT:	8+ hours per week, Sunday-Saturday hours with regular rotation. Must be able to work evenings and weekends depending on library needs.
WAGES:	\$18.00

SUMMARY DESCRIPTION:

The Adult Services Librarian contributes to the effective operations of the library by providing a variety of literary, educational, and cultural services to adults. This position is responsible for areas of collection development, database selection, programming, outreach, and reference for adults, and is expected to work collaboratively with all other library departments, outside agencies, and organizations for the planning and implementation of a wide variety of services for adults. Reports to the Head of Adult Services.

DUTIES AND RESPONSIBILITIES:

- Provide reference and readers advisory services in the Adult Reference area, Local History Room, or as needed at other service points; provide instructional use on library resources (books and digital) and assists patrons with inter-library loan requests; instruct patrons of all ages in information gathering, research skills and digital literacy skills
- Provide friendly, courteous, and accurate service to all library users
- Maintain the Adult and Local History print and digital collections, select, evaluate, and weed materials on a regular basis to keep the collection up to date and in good condition
- Work with Head of Adult Services to prepare the annual Adult Services budget, provide timely updates on the use of funds
- Collaborate with Head of Adult Services and the library's administrative team to prepare short and long-term goals to serve adult patrons
- Participate in weekly team meetings to discuss and develop programming themes, special event planning and participation, patron policies, expectations, issues and concerns, library communication, and community involvement.
- Contribute to a monthly report on Adult Services highlights, monthly usage and program attendance
- Develop, present, and evaluate workshops, programs, and displays for the Adult Reference area, Large Print area, Local History Room, and other areas of the library as needed
- Conduct regular community needs assessments to identify patron needs in order to create tailored services and programs
- Coordinate with community organizations and agencies in order to promote library services, materials, and programs
- Create informational material, bibliographies, pathfinders, blogposts and/or other resources highlighting books or topics related to library collections, programs, or services for the library, the website, or other public information venues; contribute to the monthly staff newsletter; create procedures manuals and troubleshooting guides for Adult Services
- Actively encourage the use of the library and invite community members to participate in library events and activities
- Represent the library at professional meetings, activities, and conferences as assigned; prepare written reports for the Library Director about these events and new learnings
- Act as the library's representative to agencies, institutions, groups, and committees related to Adult Services and programming, as assigned

- Remain current on trends in literature, programming, library services, and culture through consortium meetings, workshops, and other appropriate seminars
- Monitor the behavior and conduct of patrons in the Adult Reference Area and Local History Room and intervene as necessary to ensure appropriate conduct
- May assist with opening or closing procedures
- May act as Person In Charge
- Seek out and apply for grants and additional funding; administer funds received and prepare necessary reports
- Perform other duties as assigned

SKILLS AND QUALIFICATIONS:

- Masters degree in Library Science (MLS) from an American Library Association accredited institution or its equivalent required
- Two years professional experience in a public library preferred
- Fluency in Spanish a plus
- Knowledge of current trends in library services
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities
- Knowledge of best practices in Adult Services, including guidelines and standards published by ALA and other recognized organizations
- Knowledge of effective practices in community assessment, program evaluation and outcomes measurement
- Ability to communicate effectively with others, orally and in writing, including through email
- Ability to identify and translate the needs and interests of patrons into effective library services and programs
- Ability to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously
- Ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations
- Ability to learn and stay current with emerging technology, including digital media

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties are performed in an indoor setting, with periods of sitting, standing and walking
- The noise environment is usually quiet to moderate, but may be loud
- This position will have frequent contact with others
- Must be able to move materials weighing up to 40 pounds
- Must be able to talk and to understand speech to effectively answer patron questions
- Must possess physical mobility involving hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device; perform repetitive motion using hands, wrists, and arms.
- Must be able to complete work with speed and accuracy
- Must possess ability to see and read a computer screen, bar codes, and call numbers
- Must be able to push a cart of books weight greater than 100 pounds
- Must be able to work in a team atmosphere in a consistently cooperative manner
- Must be able to bend, stoop, walk, reach with arms and hands

EQUIPMENT USED:

- General office equipment including phones, smart phones, and personal computers

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

EQUAL OPPORTUNITY:

The DeKalb Public Library is an equal opportunity employer. There shall be no discrimination or favoritism in employment, recruitment, compensation, termination, upgrading, promotions, or any other condition of employment against any employee or job applicant on the basis of race, ethnic origin, age, sex, gender, marital status, religious belief, disability, sexual orientation, political affiliation, national origin, or any other prohibited class.