

## DeKalb Public Library

### JOB DESCRIPTION

**JOB TITLE:** Adult Services Specialist

**STATUS:** Non-exempt, Part Time

**SHIFT:** 8 hours per week, daytime weekday hours. May occasionally be asked to work evening or weekend hours.

**WAGES:** \$14.90 per hour

#### **SUMMARY DESCRIPTION:**

The Adult Services Specialist contributes to the effective operations of the library by providing a variety of reference, educational, and cultural services to adults. This position is responsible for working collaboratively with all other library departments, outside agencies, and organizations for the planning and implementation of a wide variety of programs and services related to 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
- Assist patrons in using library resources and equipment, including digital and print resources and DVD machines, and occasionally microfilm readers, slide scanners, and digitization machines
- Participate in regular team communications to discuss and develop programming themes, special event planning and participation, patron policies, expectations, issues and concerns, library communication, and community involvement.
- Assist the Head of Adult Services in preparing 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
- Contribute to statistics collected regarding monthly usage and program attendance
- May develop, present, and evaluate workshops, trainings, and programs related to lifelong learning
- Create displays for the Adult Services area, and other areas of the library as directed
- Keep informed about outcomes of departmental community needs assessments to identify patron needs in order to create tailored services and programs related to patron interests
- Coordinate with community organizations and agencies in order to promote the library's services, materials, and programs
- Create informational material, bibliographies, pathfinders, blogposts and/or other resources highlighting books or topics of interest to patrons for the library, the website, or other public information venues
- 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
- Remain current on trends in Local History programming and resources 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
- Seek out and apply for grants and additional funding; administer funds received and prepare necessary reports
- Perform other duties as assigned

**SKILLS AND QUALIFICATIONS:**

- High school diploma or equivalent required, Bachelor's Degree preferred
- One year experience developing and presenting programs preferred
- One year customer service experience required
- Knowledge of current trends in library services
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities
- Knowledge of or ability to learn the history of DeKalb, DeKalb County, and the surrounding area
- 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 and reference databases

**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
- Must be able to address large groups

**EQUIPMENT USED:**

- General office equipment including phones, smart phones, and personal computers
- Specialized library equipment including microfilm readers, slide scanners, and digitization machines

**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.