

## **DeKalb Public Library**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Adult Services Librarian
<b>STATUS:</b>	Non-Exempt, Full Time
<b>SHIFT:</b>	37.5 hours per week, Sunday-Saturday hours with regular rotation. Must be able to work evenings and weekends depending on library needs.
<b>WAGES:</b>	\$31.95/hour, plus benefits

### **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 or as needed at other service points; provide instructional use on library resources (physical and digital), assist 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 physical and digital collections as assigned, 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 regular 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 area and other areas of the library as needed
- Participate in administering 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; 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 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
- Produce and edit social media content for the Adult Services department
- Participate in the development and implementation of new library services or projects
- Perform other duties as assigned

#### **SKILLS AND QUALIFICATIONS:**

- Master's degree in Library Science (MLS) from an American Library Association accredited institution or its equivalent required within 6 months of hire
- Two years professional experience in a public library preferred
- Fluency in Spanish and/or Arabic preferred
- 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
- Knowledge of or ability to learn the history of DeKalb, DeKalb County, and the surrounding area
- 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

#### **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.