

# **Adult Services Librarian**

## **General Description:**

Performs work responsibilities under the general direction of the Library Director. Adult services librarian performs day to day tasks with a high degree of independence, and brings unusual situations and policy questions to the Director for resolution.

## **Supervision:**

- Works under supervision of Director.

## **Duties:**

### **▪ Circulation:**

- Provides efficient and courteous customer service to individuals contacted in the course of work; process or refer questions, complaints, and needs as necessary.
- Assists with day-to-day circulation procedures.

### **▪ Technology:**

- Troubleshoots computer problems.
- Assists in maintaining library website and social media.
- Uses the automated library system and electronic resources proficiently and is able to effectively assist patrons in their use.
- Assists patrons in use of technology.
- Updates the TV slideshows.
- Keeps the website up to date with all library programs.
- Conducts Gadget Workshop at least twice a month for phone, table, and laptop help.

### **▪ Reference Services:**

- Provides direct reference and reader's advisory service to adult and teen library patrons, using the full range of resources available.
- Responsible for the delivery of quality reference services and the provision of exceptional customer service to all patrons.
- Responsible for the assessment and improvement of reference services. Ensures services adapt to meet the changing needs of the community.

### **▪ Programming:**

- Analyzes community needs in order to recommend and develop programs that will maintain strong participation and community support for Adult Services.
- Develops, implements, and administers any programs that involve the adult services area of the library.
- Conducts community outreach services.

### **▪ Volunteer Coordinator**

- Accepts and reviews volunteer applications, interviews for volunteer positions, places volunteers, and works with their schedule to best of ability.

- Identifies needs in the library to be filled by volunteers.
- **Additional Duties:**
  - Works some nights and weekends as required.
  - Examines professional publications and other sources for selection of books, periodicals, and other materials.
  - Changes the White Board Weekly
  - Order Tax forms for both libraries
  - Works toward or maintains Gold Star PA Forward Library status
  - Performs other tasks as assigned by the library director.

**Knowledge, Skills, and Abilities:**

- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of certain patron, employee and city information.
- Operate office equipment, computer systems and other current technology.
- Actively looking for ways to help people.
- Work independently.
- Use initiative.
- Physically capable of standing for long stretches of time, bending and reaching above head, carrying and moving materials and carts up to 40 lbs.
- Ability to multitask.

**Qualifications:**

- Masters Degree in Library Science preferred. Bachelor's degree plus library experience is required.