

ADULT SERVICES LIBRARIAN

REQUIREMENTS FOR ALL EMPLOYEES:

- Ability to communicate clearly, both in writing and orally.
- Assist in promoting a safe working environment.
- Provide courteous and friendly service to patrons and staff.
- Willingness to help the library become a more inclusive environment for both staff and patrons.

EDUCATION/EXPERIENCE REQUIRED:

- MLS/MLIS from an ALA accredited library school. Emphasis in adult services and readers' advisory preferred.
- At least one year of readers' advisory or reference experience in a comparable school, business, organization or library preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to identify and translate the needs and interests of patrons into effective library services and programs.
- Ability to learn circulation procedures.
- Ability to locate items in alphabetical order and using the Dewey Decimal System.
- Ability to recognize and set priorities, and to use initiative and independent judgement in a variety of situations.
- Ability to relate to library patrons and staff of diverse ages, backgrounds, and abilities in a positive, patient, and effective manner.
- Ability to see projects to completion.
- Ability to work independently and as a member of a team.
- Demonstrates excellent presentation skills.
- Knowledge of and interest in library procedures.
- Knowledge of and interest in literature.
- Knowledge of readers' advisory procedures, resources and practices.
- Knowledge of reference and research procedures, materials, and current technology.
- Proficiency in Microsoft Office and Google Suite.

DUTIES AND RESPONSIBILITIES:

Customer Service:

- Staff service points as assigned.
- Provide patron account assistance, including the collection of fees.
- Check materials in and out of the library.
- Accept applications for library cards.
- Answer and direct incoming telephone calls.
- Accept passport applications according to guidelines set by the Department of State.
- Assists patrons in basic and advanced use of e-resources (ebooks, audiobooks, streaming media).
- Provide reliable and accurate reference and readers' advisory assistance to patrons in person, on the telephone, or electronically.
- Provide database and eResource instruction to patrons.

Collection Development:

- Perform collection development in assigned areas of the adult collection.

Continuing Education:

- Keeps informed of current information and trends at the local and regional library level. Participates in professional development activities relating to areas of responsibility in person and online.

Programming:

- Coordinate and oversee adult book discussion groups.
- Develop and institute new programs for adults as needed.
- Provide off-site programming at local senior care facilities.

Other:

- Work with the Assistant Director to develop and conduct in-depth readers' advisory and reference training for staff.
- Familiar with library policies and procedures and able to make decisions in accordance with them.
- Act as Person-in-Charge as assigned.
- Assist with training Public Services Associates as needed.
- Observe opening and closing procedures as required.
- Accept and assist with Friends of the Cary Area Library (FOCAL) donations.
- Assist with duties of the Public Services Manager and Assistant Director as requested.
- Perform related duties as required and assigned.
- Works closely with the Marketing Coordinator to create or upkeep displays of material, create bibliographies, blogs, e-newsletters and other print or online library promotional material.

PHYSICAL REQUIREMENTS/DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform essential functions.

- Sit or stand for extended periods.
- Required to walk, talk and hear.
- Required to use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Occasionally required to climb or balance, stoop, kneel, crouch, crawl, or stand for long periods.
- Occasionally lift and/or move up to 50 pounds.
- Occasionally push carts loaded with up to 100 pounds of materials.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical tasks may include moving boxes, book carts or furniture.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

SUPERVISION: Assistant Director

FLSA STATUS: Non-exempt

DISCLAIMER:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Assistant Director to assign, direct, and control the work of the Adult Services Librarian.

HOURS: Full-time (37.5)