

# ADULT SERVICES LIBRARIAN JOB DESCRIPTION



## General Summary

This library professional serves to connect and engage patrons with a wide variety of library services and resources, both in the public library setting and at off-site locations in the community. Develops and implements a range of services for adults 18 and over, including programming, collection development, technology support, marketing/promotion, and operational support. Assists with special projects of the library director as needed. Success in this role is built on direct public engagement, close collaboration with colleagues, and enthusiasm for communicating the library's value. Must be able to work flexible hours, including one evening per week and one Saturday per month. This job description outlines the general areas of responsibility, though a librarian's specific areas of concentration may be based on the library's needs and the staff member's strengths and interests, and may change over time and as assigned by the library director.

## Essential Duties and Responsibilities

### Circulation, Patron Services, and Community Engagement

- Staffs the main circulation desk 15 hours per week as dedicated community engagement time – building relationships and learning the community's needs while performing circulation tasks.
- Provides reference service, reader's advisory, technology help, library tours, and other patron services.
- Enforces library policies and procedures while safeguarding intellectual freedom and patron privacy.
- Builds relationships with patrons, businesses, organizations, area libraries, the City and County, and local agencies; serves as a community liaison; develops new services to meet emerging needs.

### Programming and Outreach

- Plans, executes, evaluates, and reports on a variety of programming for adults and general audiences, both onsite as well as off-site in the community. Identifies speakers and performers, negotiates contracts, manages the programming budget with other staff programmers.
- Coordinates the adult summer reading program and evaluates program outcomes and impact.
- Leads or implements technology classes and one-on-one tech help.
- Collaborates with the library director and other staff to support programming for all ages.
- Assesses and responds to community needs through outreach, focus groups, needs assessments, and strategic planning.

### Marketing and Communications

- Responsible for marketing/promoting of programs, resources, and services through flyers, news releases, newsletters, the events calendar, emails, the website, social media, radio, and other sources.
- Designs signage and promotional materials.
- Collaborates with other staff programmers to ensure coordinated scheduling of events, and to develop efficient and effective marketing strategies, including a consistent "voice" for library messaging.

### Collection Development and Maintenance

- Manages the adult print and audiovisual collections and budgets. Develops subject areas, selects and orders materials, and manages vendor relationships.
- Evaluates reviews, book lists, professional resources, and patron suggestions to select items to be added to the collection.
- Completes cataloging and processing of library materials to be added to the collection.
- Curates collections for diversity, relevance, and currency using circulation data, book lists, cataloging, and professional resources.
- Assists with organization, shelving, and displays of adult collections.

## Technology

- Oversees library technology and equipment with the library director. Helps plan and implement technology throughout the library.
- Provides basic support for patron devices and A/V equipment. Provides or implements one-on-one tech help, and technology classes.

#### **Administrative**

- Engages in active teamwork, staff meetings, and cross-training; performs the duties of other positions when needed, and takes on other related work as assigned by the library director. May serve as staff person-in-charge in the absence of the library director as needed.
- Writes and administers grants; analyzes data to evaluate services, programs, and collections; recommends improvements.
- Participates on appropriate committees and planning groups.
- Keeps current on library trends through workshops and continuing education opportunities.
- Other duties as assigned by the library director, or library board in the absence of the library director.

### **Reporting Relationships**

- Reports to the library director for general direction and review.

### **Experience and Performance Requirements**

- A four-year degree or equivalent experience in a library or educational setting.
- Principles, ethics, and foundational values of public librarianship and adult services.
- Knowledge/appreciation of literature, and enthusiasm to inspire readers.
- Excellent computer skills, including Microsoft Office, Google Workspace, library system software, internet searching, email, library databases and digital resources, proficiency with standard office equipment, and a willingness to learn new applications.
- Ability to use and troubleshoot a variety of technology and software, to incorporate technology into programming and public services, and identify relevant emerging technologies.
- Excellent written and verbal communication skills, and comfort speaking in public situations. Spanish a plus.
- Excellent organizational skills, and ability to prioritize tasks in response to workflow demands.
- Sound independent judgment and decision-making ability.
- Ability to work effectively in both individual and collaborative environments.
- Valid driver's license and reliable transportation.

### **Physical Demands**

- Work is performed in a typical library setting and includes day, evening, and occasional weekend hours; requires travel to meetings and outreach locations.
- Sitting, standing, walking, bending, twisting, stooping, kneeling, crouching, climbing steps.
- Ability to move and/or lift materials up to 50 pounds; pushing/pulling carts on wheels up to 100 pounds.
- Sustained use of a computer workstation; use of copier, fax, telephone, A/V equipment, and security systems.
- Good vision, hearing, and speaking abilities.