



Position Title: Adult Services Librarian
Reports To: Head of Adult Services
Supervises: None

Department: Adult Services
Status: Non-Exempt
Date: February 27, 2024

Summary of Function:

Under general direction, performs a wide range of professional tasks related to the operation of the Adult Services department, with primary focus on adult reference and readers' advisory; technology training and assistance; adult programming, and outreach.

Job Functions:

- Acquires and maintains knowledge in public library "best practices" for supporting reference and adult services.
- Provides reference service in person, by phone, and email.
- Participates in collection management for the reference and adult collections, including making recommendations for acquisitions, weeding, and inventory.
- Trains and assists patrons in the use of library equipment and technology.
- Participates in the planning and delivery of library programs for adult audiences, including summer reading programs.
- Conducts outreach to relevant community groups, organizations, and events.
- Conducts bibliographic instruction and tours.
- Promotes the library's resources and services through displays, articles, and other means.
- Helps maintain the content of the relevant sections of the website and social media outlets.
- Maintains membership in relevant professional organizations and forms productive relationships with other local agencies providing adult education and outreach.
- Attends professional meetings, conferences, and training sessions for professional development.
- Initiates, participates and collaborates in the library profession beyond MRLD.
- Initiates, participates and collaborates with MRLD staff on projects and committees.
- Participates in activities such as staff meetings, committee work and trainings.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university is required. A Master's Degree in Library Science accredited from ALA is preferred. One year experience working as a library professional is required. Will consider an equivalent combination of education and experience.
- A general understanding of public library service is required.
- Strong organizational skills.
- Excellent customer service skills and ability to relate to patrons of all ages.
- Ability to employ effective search strategies with both print and electronic resources.
- Knowledge of online library catalogs, Internet search tools, online reference sources, Microsoft Windows and Office applications, and related technologies is required. Knowledge of electronic resources including subscription databases, mobile technologies, and social media is strongly preferred.

- Ability to communicate effectively, both orally and in writing. Bilingual Spanish/English skills strongly preferred.
- Able to build strong working relationships, internal & external to the organization.
- High level of interpersonal skills and integrity.
- Able to apply common sense understanding to carry out instructions furnished in written or oral form.
- A flexible team player with the ability to work successfully in a changing environment.
- Ability to perform all duties and responsibilities in a timely and effective manner in accordance with policies, programs, and guidelines to achieve the overall objectives of the position.
- Passionate about the mission of public libraries. Comfortable with the principles of intellectual freedom.

Working Environment:

Performs job in a library setting with some hectic or demanding situations. It includes work at a computer monitor. Extended periods of standing are required in some instances. Job involves working a varied schedule, including evenings and weekends, which may change periodically. Encounters situations that involve behavioral issues. Position involves frequent interruptions with maximum flexibility required. Occasional travel may be required.

Physical Activities:

Ability to lift books and other materials and move heavy book carts. Some bending and stooping required. Specific vision abilities required by this job include close vision and the ability to adjust focus.