



## ***Job Description***

<b><i>POSITION TITLE:</i></b>	Adult Librarian
<b><i>CLASSIFICATION:</i></b>	Librarian
<b><i>REPORTS TO:</i></b>	Adult Services Manager
<b><i>DIRECT REPORTS:</i></b>	None
<b><i>SALARY RANGE:</i></b>	26 (starting at \$20.58/hr)
<b><i>STATUS:</i></b>	Full-time (40 hrs/week); Non-exempt

### **SUMMARY OF RESPONSIBILITIES**

Reporting to the Manager of the Adult Services Department, an Adult Services Librarian is primarily responsible for providing outstanding reference service and helping customers use technology. He/she will apply the principles and practices of the library profession to meet the educational, cultural and informational needs of the Westerville community in accordance with the goals and objectives established by the library board.

### **RESPONSIBILITIES**

- Answers reference questions in print and online.
- Conducts department-sponsored programs.
- Performs interlibrary loan duties.
- Conducts class visits.
- Instructs customers in use of technology.
- Performs database searches.
- Keeps machines and equipment operational.
- Responds to customer needs and deals with them in a pleasant, friendly and professional manner.
- Proctors exams.
- Compiles book lists, web lists and subject bibliographies.
- Creates displays of library materials.
- Assists in preparation of news releases & fliers.
- Handles customer complaints.
- Explains library policy to customers and applies it judiciously.
- Acts as Librarian-in-Charge as needed.
- May be asked to act in the Manager's absence

### **POSITION REQUIREMENTS**

- MLS degree from an ALA-accredited institution.
- Two years of experience in a public library setting.
- A positive attitude, willingness to accept change and commitment to quality customer service.
- General knowledge of library principles, practices, technology and procedures.
- Ability to deal effectively and courteously with the public.
- Ability to learn and operate complex computer applications and programs.

- Excellent oral and written communication skills.
- Ability to work effectively in a team setting.
- Ability to stoop, bend, lift and accompany customers throughout the library.

For an application see the Westerville Public Library website Careers page at <http://westervillelibrary.org/careers>.

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