

Position Title:	LIBRARIAN (MLIS)
FLSA Status:	Exempt
Reports to:	Adult Services Manager
Department:	Public Services
Title:	Adult Services Librarian
Salary Range:	Pay grade 1E starting at \$47,486
Last Revision:	6/16/2025

## **PURPOSE OF WORK**

Under general direction, the Librarian assists patrons in identifying and locating appropriate materials using electronic, print, and other resources; trains patrons in the use of resources; maintains library collections; and prepares and conducts innovative programs designed to encourage library use, community involvement, and to support the library's mission.

## **ESSENTIAL POSITION FUNCTIONS**

1. Provides outstanding external and internal customer service. Responds to patron questions and situations in accordance with library policy and values. Provides knowledgeable and approachable tech instruction and assistance, reference, and readers'/viewers' advisory services.
2. Maintains an active and advanced working knowledge of resources, relevant trends, and best practices; makes recommendations for improvements to services, collections, and programs.
3. Develops and implements responsive, innovative, relevant, and audience appropriate library programs and services that encourage library use and support the library's mission.
4. Develops and leads training for patrons and staff on library resources (e.g., databases, job help, eBooks, etc.). Coordinates and provides appointments through the Book-a-Librarian service, ensuring patrons receive personalized assistance for in-depth questions. May supervise the work of library associates and volunteers.
5. Participates in the development and implementation of department and library-wide strategic priorities; demonstrates a positive attitude and supports library goals and objectives.
6. Represents the library at community events and in community organizations; cultivates positive working relationships with partner organizations.
7. In collaboration with the Collection Development Manager, evaluates and maintains the library's collections and makes recommendations for collection development based on community needs, usage levels, and relevance of materials; trains and collaborates closely with coworkers to maintain collection.
8. Serves as Person-in-Charge, as assigned; responsible for solving staff and patron problems at the departmental level in the absence of supervisors, as appropriate; explains and enforces library policies and procedures.

9. Works in multiple service areas, as assigned, and performs additional duties, including serving on task forces, committees, etc.

### **REQUIRED SKILLS & ABILITIES**

1. Working knowledge of new and emerging library trends and technologies
2. Knowledge of library reference tools, and evaluation as well as the standards, practices, and techniques of reference service.
3. Excellent oral and written communication skills, and ability to deliver programs and to speak before groups of all ages.
4. Excellent interpersonal skills; must enjoy and excel at helping and working with a diverse group of patrons and colleagues.
5. Demonstrated ability and desire to continually learn and apply new skills, ideas, and practices.
6. Excellent problem solving, project-management, and organizational skills.
7. Ability to work well independently and as part of a team.
8. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
9. Ability to retain, follow, and explain organizational procedures, processes, policies and operations to coworkers and patrons.

### **EDUCATION & EXPERIENCE**

1. Master's degree in Library Science or Social Work from an accredited school.
2. Minimum one year of library or equivalent experience.
3. Some experience overseeing and assisting with the work of others.

### **PHYSICAL DEMANDS**

- Ability to sit and use a computer for extended periods and operate standard office equipment, daily
- Ability to lift and move up to thirty (30) pounds, occasionally
- Ability to push book carts with up to 150 pounds of materials on them, daily
- Ability to stand for extended periods, daily
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Travel by automobile, occasionally

### **WORKING CONDITIONS**

- Majority of work performed in general office/library environment
- Requires availability for extended hours as needed
- Requires evenings and/or weekends
- Requires periodic participation and attendance at events and trainings