



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 \$49,860
Last Revision:	6/2026 DRAFT

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. Works closely with colleagues to develop, guide, and improve the quality, variety, and relevancy of the library's community outreach presence, as well as local history and genealogy services and offerings.

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. Serves as the staff expert and trainer on local history and genealogy; manages and preserves specialized collections with an emphasis on accessibility; provides research assistance, coaching, and programs for patrons and colleagues; maintains an active and advanced working knowledge of local history and genealogy resources, relevant trends, funding sources, and best practices.
7. May coordinate, plan, and lead community outreach services and programs such as book bike visits, book club facilitation, senior community center services, etc.; may serve as a library liaison to the community for outreach event planning. Develops strong partnerships with community members and organizations.
8. In collaboration with the Adult Services Team, evaluates and maintains the library's collections and makes recommendations for collection development based on community needs, usage levels, and relevance of materials. Assists in the creation of attractive and timely displays. Assists with shelving, processing, and circulation of library materials as needed.



9. 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.
10. 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 from an American Library Association accredited school.
2. Minimum one year of library or equivalent experience.
3. Some experience with programming or event planning.

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

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

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.