



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Adult Librarian I-FT
Reports To: Library or Engagement Manager
Division: Public Services

Position Code: 1019-18
Classification: Exempt (P)
Date: 08/2020

JOB SUMMARY:

Under the direction of the Library Manager or Engagement Manager, the Adult Librarian I performs a variety of professional librarian duties including providing information and assistance to members of all ages; planning, scheduling and presenting programs and/or services for adults; performing reference, readers' advisory services and bibliographic instruction for adults; building relationships with community organizations that serve adults; providing technology instruction to adults; engaging in civic participation.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Provides excellent customer service, including answering questions and helping members locate materials and services of interest.
- Uses effective techniques, good judgment and established organizational values, policies and procedures to resolve difficult situations with members.
- Executes short and long-term objectives within the context of the Library's strategic and tactical plans.
- Champions the Library's strategic goals and initiatives with the system's mission, vision and core values in mind.
- Uses broad and comprehensive knowledge of current library theories and practices to locate materials for members, obtain information and make effective use of library resources and services.
- Participates in the overall planning, implementation, delivery and evaluation of local programs and services for adults; contributes to the planning and distribution of promotional materials for related programs.
- Engages with the community and target audience through the development and implementation of outreach, including processing new library accounts and replacing library cards at Engagement events; evaluates outreach opportunities and adjusts as necessary.
- Contributes to the growth and development of community relationships; supports and participates in civic engagement.
- Participates in community activities by providing information, answering questions and discussing community needs for services.
- Performs readers' advisory work; researches and answers reference questions; suggests titles in subject areas indicated by community interest.
- Makes use of bibliographies, indexes, and other reference tools, including databases, and the Internet to answer questions and to perform bibliographic searches.
- Works with volunteers; may serve as the location's volunteer coordinator. Provides information about library programs, services, other departments, policies and procedures.
- Provides technology assistance and computer training to members, and assists members with self-service equipment and technology.
- Provides collection guidance for increased engagement, to support the goals and initiatives of the library system, and to meet the needs of the local community.
- Develops library displays and merchandises materials to showcase programs and special events.
- Coordinates with Access staff to measure the engagement impact of collection displays, signage, and relocations.
- Participates in special projects as assigned, such as surveys, public relations opportunities with the community, grant proposal preparation, problem-solving processes, and annual program budget process.
- Maintains professional awareness of current events, related developments and trends through reading professional literature and other news media.
- May assist in creating/editing/curating content for the web in the form of blog posts, bibliographies, etc.
- Participates in staff meetings, engages in committee/team work and completes training as necessary/required.
- Serves as the Manager on Duty, when needed.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.

- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library members' records and the code of professional ethics.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

INTERACTION:

- Interaction with all levels of staff and the general public.

MATERIAL AND EQUIPMENT USED:

- Computer(s)/Printer(s)
- General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Master's degree from an ALA-accredited college or university in Library and Information Science.

Licenses and Certifications:

- None.

HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Enthusiasm for public service and the ability to work well with a diverse patronage.
- Knowledge of current trends in library services to adults.
- Experience building community partnerships.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Contemporary and classic adult literature and non-fiction.
- Best practices for serving adults in libraries.
- Computer services, including online searching, social media, reference resources, and databases.
- All computer applications and hardware related to performance of the essential functions of the job.
- Methods and techniques of research, data collection and evaluation, statistical analysis and report presentation.
- Applicable state, federal and local laws, rules and regulations.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating ideas and thoughts clearly, succinctly and effectively both verbally and in writing.
- Using exceptional interpersonal skills that build and maintain strategic relationships with internal and external customers.
- Using tact, discretion, initiative and independent judgment.
- Utilizing effective and creative problem-solving skills.
- Using critical thinking - logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Preparing clear and concise reports, correspondence and other written materials.
- Demonstrating a flexible and collaborative work style.
- Serving as a positive agent for change within the organization.

Mental and Physical Abilities:

- Ability to effectively listen and problem solve.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to manage time effectively.
- Ability to work independently.

- Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- While performing the essential functions of this job the employee is frequently required to sit, rove, stand, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, stoop, kneel, crouch, crawl and lift and/or move up to 25 pounds.
- While performing the essential functions of this job the employee is occasionally required and lift and/or move up to 50 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures, some exposure to dirt and dust.
- Schedule will include evenings and weekends.
- This position is eligible for Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant when possible.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.