

## **ADULT LIBRARIAN**

**Job Classification:** Full-Time, 40 hours/week; Exempt; Fringe Benefits; OPERS Retirement

**Job Location:** Ida Rupp Public Library

### **JOB DESCRIPTION**

#### **Job Summary:**

The Adult Librarian oversees programming, develops services for, selects appropriate circulating materials for adults as necessary, conducts computer instruction for the public, and performs specialized tasks related to providing reference services for all ages. The Adult Services Librarian interacts with the public and other staff members. Duties may require independent judgment and action within specific parameters.

Reporting directly to, and working closely with, the Director, the Adult Librarian will also collaborate most often with the Public Services Supervisor, Fiscal Officer and Marketing Manager.

#### **Essential Duties and Responsibilities:**

- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons as well as assist with general desk duties.
- Assists patrons with Public Access Catalog (PAC), copiers, printers, etc. and locating or retrieving materials for patrons.
- Performs and coordinates collection development for Adult library collections at Ida Rupp Public Library including ordering and weeding.
- Prepare and administer computer instruction for patrons as needed.
- Maintain and promote local history collections.
- Oversee creation and maintenance of displays for adults.
- Fulfills and coordinates Interlibrary Loans.
- Oversee indexing of local microfilms for the Ohio Obituary Index.
- Fulfills obituary requests for the Ohio Obituary Index.
- Lead book discussion groups.
- Participate in outreach activities.
- Compiles adult performance and service statistics and submits in the monthly report.
- Lead and develop library programs for adults in collaboration with Programming Coordinator.
- Attend professional workshops, continuing education courses, and regional and network seminars and meetings.
- Represent the library to community groups as assigned.
- Evaluate and prioritize the needs of the library's adult services on a regular basis and reports to Library Director.
- Recommend new procedures and technologies to improve the administration of library services generally.
- Set priorities and complete projects independently and as a member of a team.
- Exhibit thoroughness; initiative; sound judgment; integrity.

- Work under minimal supervision. Performs other duties as assigned, including serving on teams and committees, etc.

**Additional Duties:**

- Specialized tasks as assigned.
- Assist in maintenance of Library's Website and Social Media.
- Coordinate library submitted voter registrations.
- Coordinate distribution of tax forms.

**Interaction:**

Library staff, patrons, and community organizations/individuals.

**Minimum Qualifications:**

- Master of Library Science from an ALA-accredited university or equivalent
- Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to work accurately with attention to detail.
- Proficient in the use of the Integrated Library System (ILS).
- Successfully pass a background check.
- Valid driver's license and proof of insurance.

**Highly Preferred Qualifications and Competencies:**

- Works hard, is energized by challenges, and welcomes collaboration. Seizes opportunities and acts upon them.
- Proficient in the knowledge and skills required to perform the job at a high level of performance.
- Manages time effectively and efficiently. Focuses time and effort on priorities and across a range of activities.
- Acts with the patron in mind. Meets the expectations and requirements presented by the public.
- Gains technical skills quickly. Capable of learning new organizational, product, or technical knowledge.
- Fosters communication and teamwork between departments.
- Exhibits creativity.

**Computer/Technology Skills/Equipment/Software Skills:**

- Microsoft Office (Excel, Outlook, PowerPoint, and Word).
- Integrated Library System (ILS), preferably SirsiDynix Symphony Workflows.
- Integrated Library System (ILS) reporting software, preferably BLUEcloud Analytics.
- Library research interfaces such as EBSCOhost, ProQuest, etc.
- Web browsers including Google Chrome and Internet Explorer.
- Digital Library programs such as Overdrive, Hoopla Digital, Flipster, etc.
- Print Management software, preferably Envisionware.

**Supervisory/Management Responsibility:**

Clerks, Library Assistants and Volunteers when applicable and as needed.

**Travel Requirements:**

Periodic travel to other Ida Rupp Public Library System locations, outreach events and training.

**Physical Demands:**

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Periodic to occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting, continual standing, reaching, bending, and walking).

**Work Environment:**

Majority of the work performed in a general office/library environment. May require availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

DISCLAIMER: The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

