

Job Description

Job Title: **Adult Services Librarian**

Position Hours: Full-time (40 hours/week)

Reports To: Operations Director

3/30/2021

Summary

The Adult Services Librarian provides programming for adult patrons, develops services for this age level, conducts computer instruction for the public, and performs specialized tasks related to providing reference services for adults. The Adult Services Librarian interacts with the public and other staff members. Duties may require independent judgment and action within specific parameters.

This position will develop and manage the adult collection, excluding the DVD collection. The Adult Services Librarian will research new trends and materials that will interest the diverse community in this age demographic.

Job Duties

Adult Services:

- Prepare and administer computer instruction for patrons and staff.
- Create attractive displays and event promotional material for adults.
- 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.
- Develops promotional materials, using publicity materials such as posters and fliers.
- Maintains statistics for reports.
- Plans and organizes educational and entertainment programs for adults.
- Plans and organizes summer reading program for adults in conjunction with youth services librarian.
- Provides updates for the Library's Facebook and other social media tools as it relates to adult services.
- Works with other community organizations to develop programming and events.
- Provides reference and reader advisory services to patron.
- Provides training and assistance to patrons in the use of the library database, electronic books and audiobook collections.
- Works with the ILS to discard materials and performs other technical service functions as required or requested.
- Maintains the adult collection through collection development, inventory, shelf reading, weeding and discarding materials.
- Manage and review the adult collection budget with Executive Director

Library Operations:

- Perform circulation or reference desk duties, as needed

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- Answer questions and assist patrons in the library
 - Assist users with copier, microfilm reader/printer, computer, etc.
 - Answer telephone and provide information and/or make referrals
 - Other duties as assigned

Minimum Requirements:

- B.A. degree in library sciences or a related field (preferred but not required).
- Paraprofessional Certificate (within 5 years)
- Ability to work well with other staff members
- Effective verbal and written communication skills
- Knowledge of Adult books and materials
- Ability to plan, organize, and coordinate
- Ability to operate office equipment
- Ability to work with the public
- Ability to use MS Office products
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

Physical Effort and Working Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, occasionally required to stand, walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Employee will average 3-5 hours per day of walking or standing. The employee will climb on step stools to reach top shelves and will need to have visual acuity sufficient to identify materials up to 90°

Noncontractual

Nothing in this position description should be construed as an employment contract. The Hopkinsville-Christian County Public Library reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.