

ADULT SERVICES LIBRARIAN

(Range 117)

DEFINITION

Performs a variety of professional public service work in support of the assigned department at a branch or hub library.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Branch Manager or the assigned Department Head.

May exercise lead supervision over lower level staff and may directly supervise assigned subordinate staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Provides reference and reader advisory services to patrons and Library District staff by searching files, periodicals, the library materials collection, and automated library systems to locate requested information or materials.
2. Assists patrons in the use of the adult reference collection, the circulating collection, and other library materials using the Library of Congress classifications and also assists in the use of automated library systems, various indices, and non-book materials.
3. Maintains knowledge of adult reference and reader services, as well as the circulating collection.
4. Assist with collection development activities such as reading reviews, ordering library materials, and weeding.
5. Assists with the maintenance of the reference and circulating collections.
6. Maintains compliance with Library District, Branch, and assigned Department policies and procedures and explains policies and procedures to patrons and staff.
7. Exercises decision making skills.
8. Interacts extensively over the telephone, and in-person with patrons, district-wide staff and management, outside agencies, and other libraries.
9. Provides information about district-wide activities, facilities, and services.
10. Assists with the planning, organizing, and implementing of special programs and exhibits for the promotion of reading and to encourage greater patronage of the Library District.
11. Performs shelf checks to ensure continuing physical maintenance and proper location of books, periodicals, and other library materials relevant to assigned Department.

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12. Utilizes personal computers, automated library systems, the Internet, and on-line tools and resources.
13. Operates library and office equipment including, but not limited to: copy machine, telephone, facsimile machine, and microfiche/microfilm machine.
14. Attends or conducts miscellaneous meetings and training sessions at meeting sites throughout the district.
15. Maintains a safe environment for both staff and patrons.

Marginal Functions:

1. Serves as "Person-in-Charge" as needed.
2. Provides community outreach services.
3. Participates in committee work when needed.
4. Attends and participates in professional associations meetings and seminars.
5. Compiles lists of materials of interest to patrons.
6. Assists in other departments as needed.
7. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Public library principles, practices, and techniques.
2. The Library of Congress Classification System.
3. Current literature, trends, and developments in the field of library science especially those pertaining to adult reference and reader services.
4. Research techniques.
5. Sources and availability of current information.
6. Automated library systems, on-line tools and resources, and the Internet.
7. Library District, Branch, and Adult Services Department policies and procedures.
8. Library District terminology and functions.
9. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Establish and maintain effective working relationships with those contacted during the course of work.

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2. Exercise good judgment and make sound decisions.
3. Work quickly and accurately.
4. Work both independently and as part of a team.
5. Accept and manage change and maintain flexibility.
6. Plan and organize work assignments for accurate and efficient results.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Maintain the mental capacity for effective interaction and communication with others.
10. Interpret and explain Library District, Branch, and Department policies and procedures.
11. Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
12. Ability to maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of automated library systems.
2. Use of personal computers and associated software.
3. Use of library and general office equipment.

QUALIFICATIONS

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required. Experience in retrieving information from electronic devices required.

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Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds), and lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: EXEMPT

CBA: NON SUPERVISOR

DEVELOPED: JULY 1, 1995

**REVISED: APRIL 10, 1998
JUNE 18, 1998
AUGUST 7, 2001**