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## Adult Services Librarian

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REPORTS TO: Director  
JOB CLASSIFICATION: Full Time  
STATUS: Exempt  
REVISED: 6/11/15  
REVIEWED:

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### BASIC FUNCTION:

Under the general direction of the Library Director, the Adult Services Librarian provides programming for adult patrons, develops services for this age level, 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.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### RESPONSIBILITIES:

- Plan and provide adult programs for the library.
- Prepare and administer computer instruction for patrons and staff.
- Assist with the creation and maintenance of displays for adults.
- 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.
- Troubleshoot technology problems for staff and public including issues with the Internet, social media, smartphones, tablets, eReaders, computer applications and library system software.
- Perform collection development activities as assigned.
- 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 and gives supervision to others as directed.
- Serve on Library committees.
- Perform other duties as assigned.

#### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- MLS or MLIS degree from an ALA-accredited program OR A bachelor's degree in a related field AND two (2) years of any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Will consider applicants who are in their final semester of their Masters in Library Science program from an accredited institution.
- Working knowledge of modern library policies and procedures, methods, practices and materials; Knowledge of basic reference sources and research techniques; Knowledge of database and online reference sources.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

**PHYSICAL DEMANDS:** 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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 50 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

*The job description is not a contract between the Library and the employee. The Henry County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.*